



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

User Guide for

Self-Assessment Services

Beneficiary's
Copy

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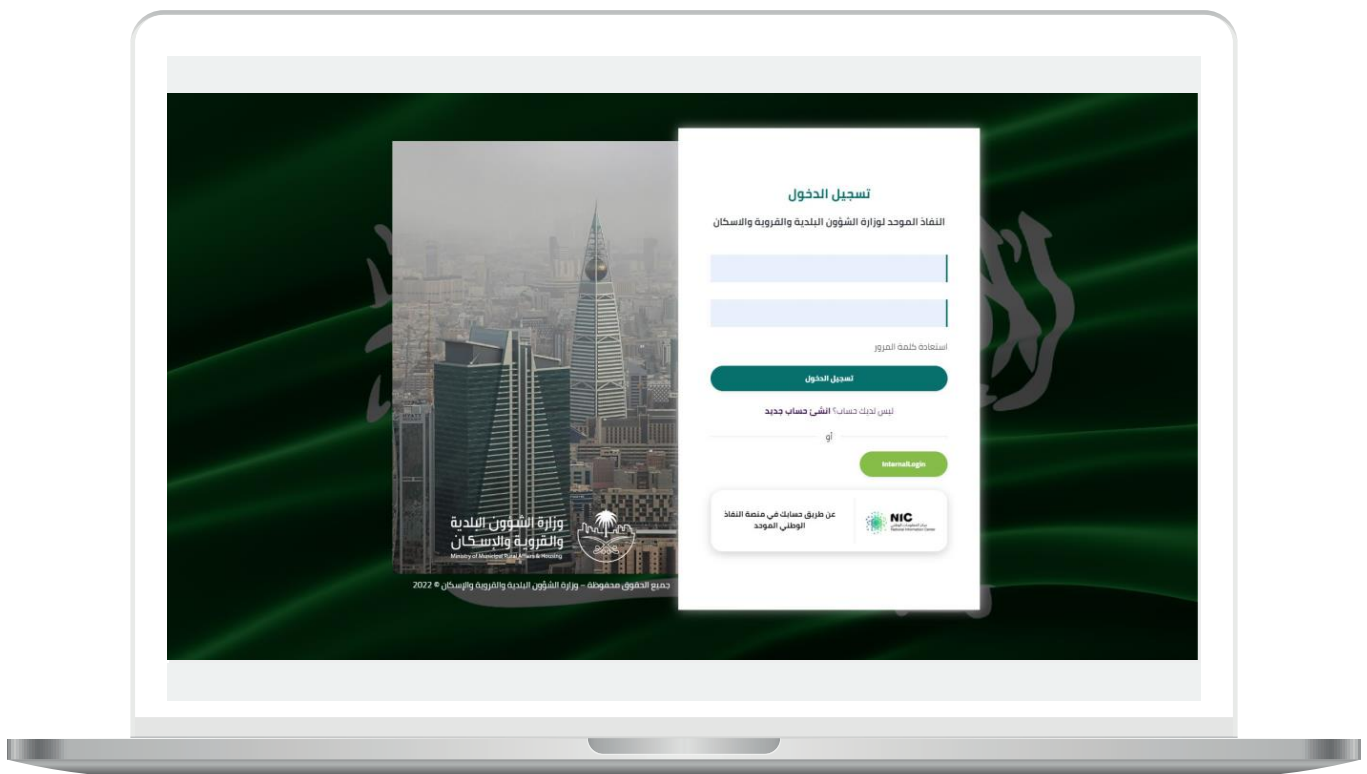
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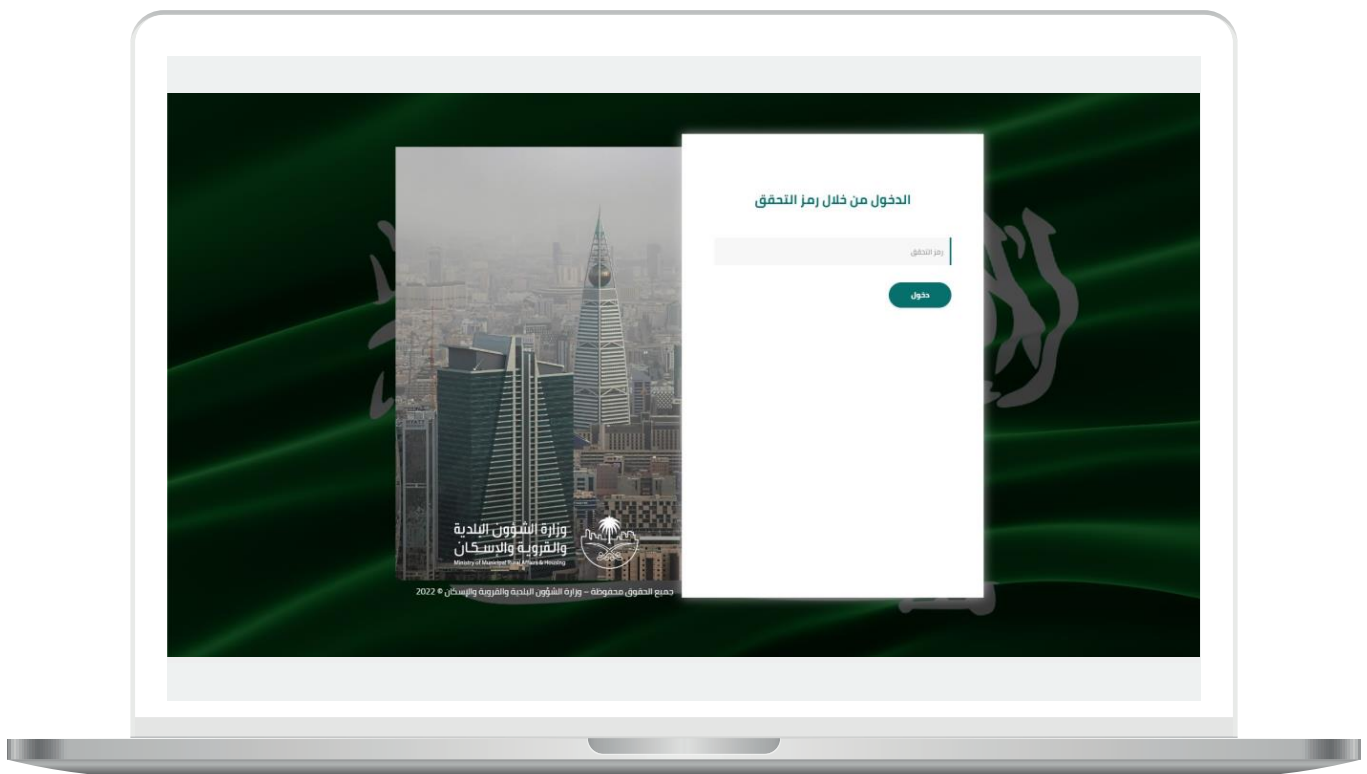


Login to the System

1) After accessing the system link, the following screen will appear, where the user enters their details (**National ID/Iqama Number, Password**) and then clicks the (**Login**) button.

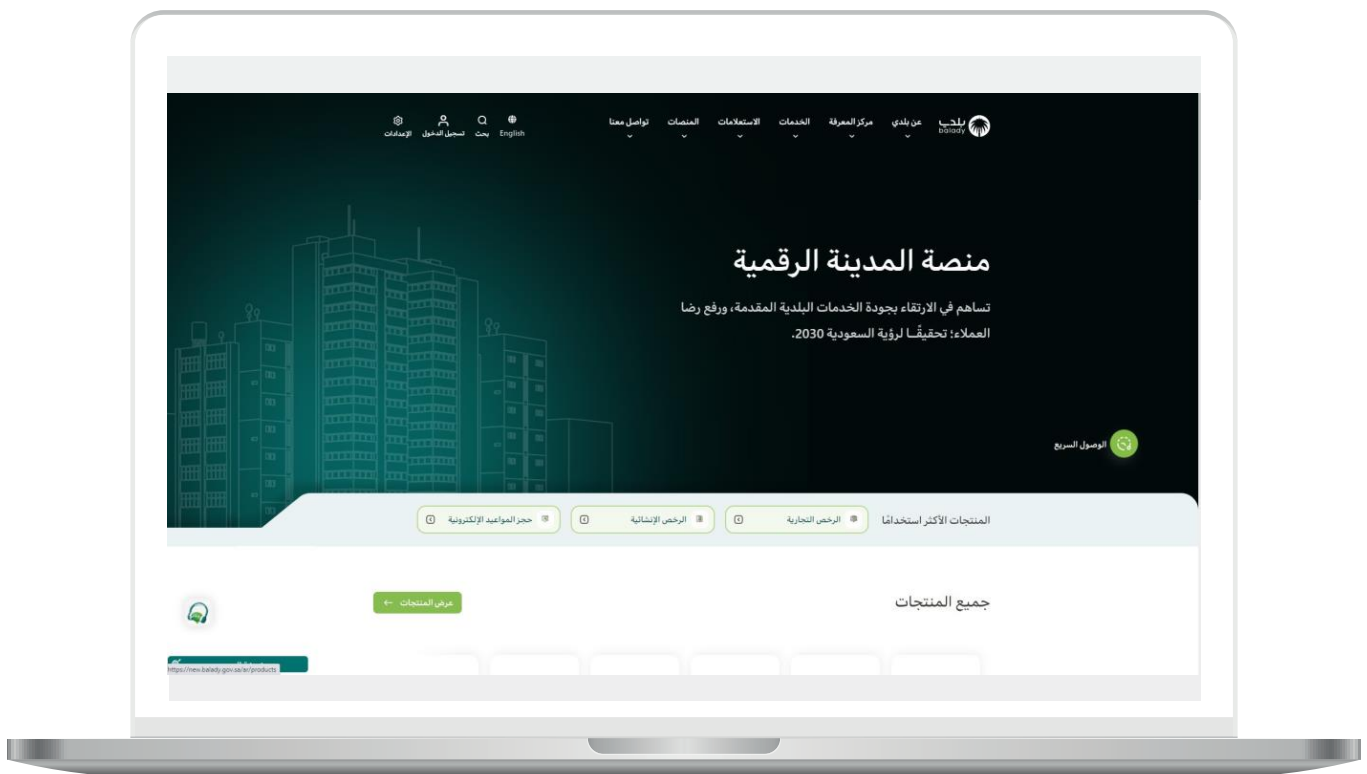


2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.



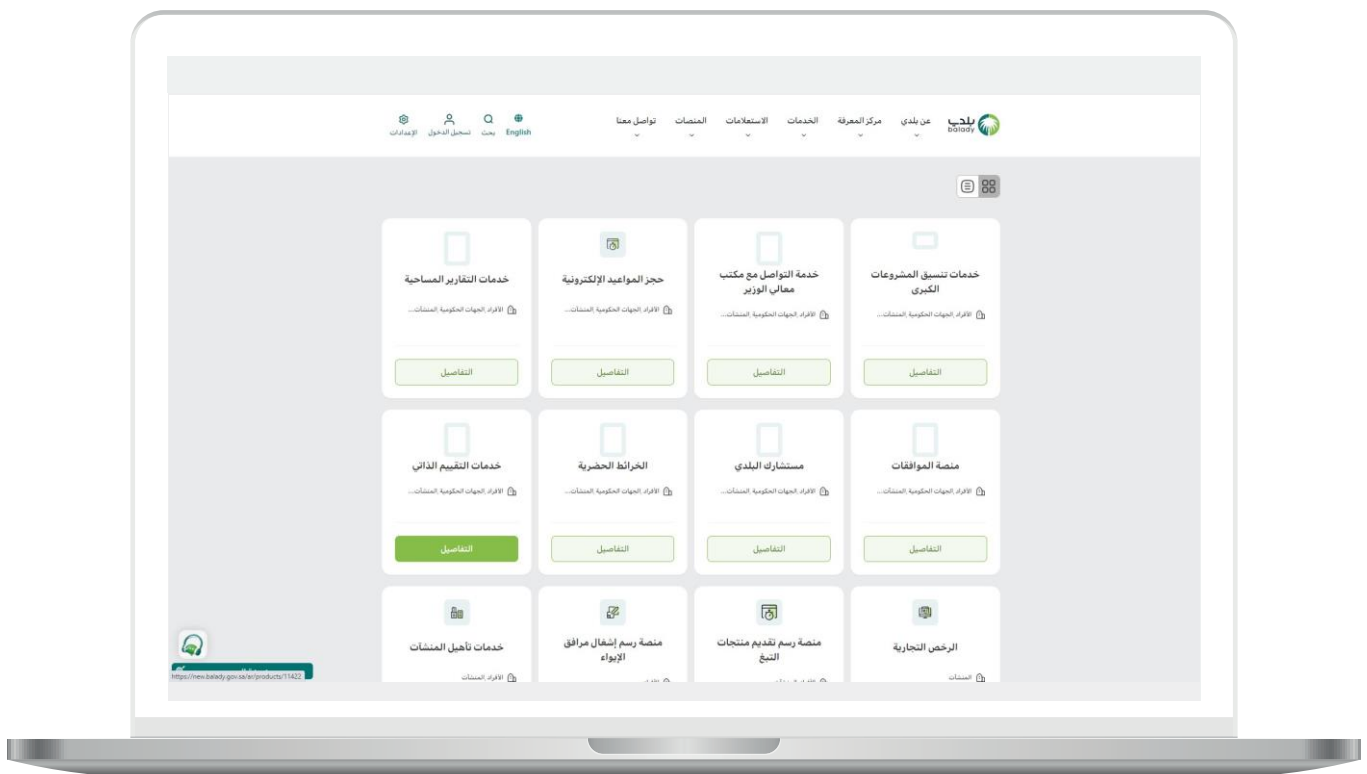
3) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

The user then clicks the **(View Products)** button.

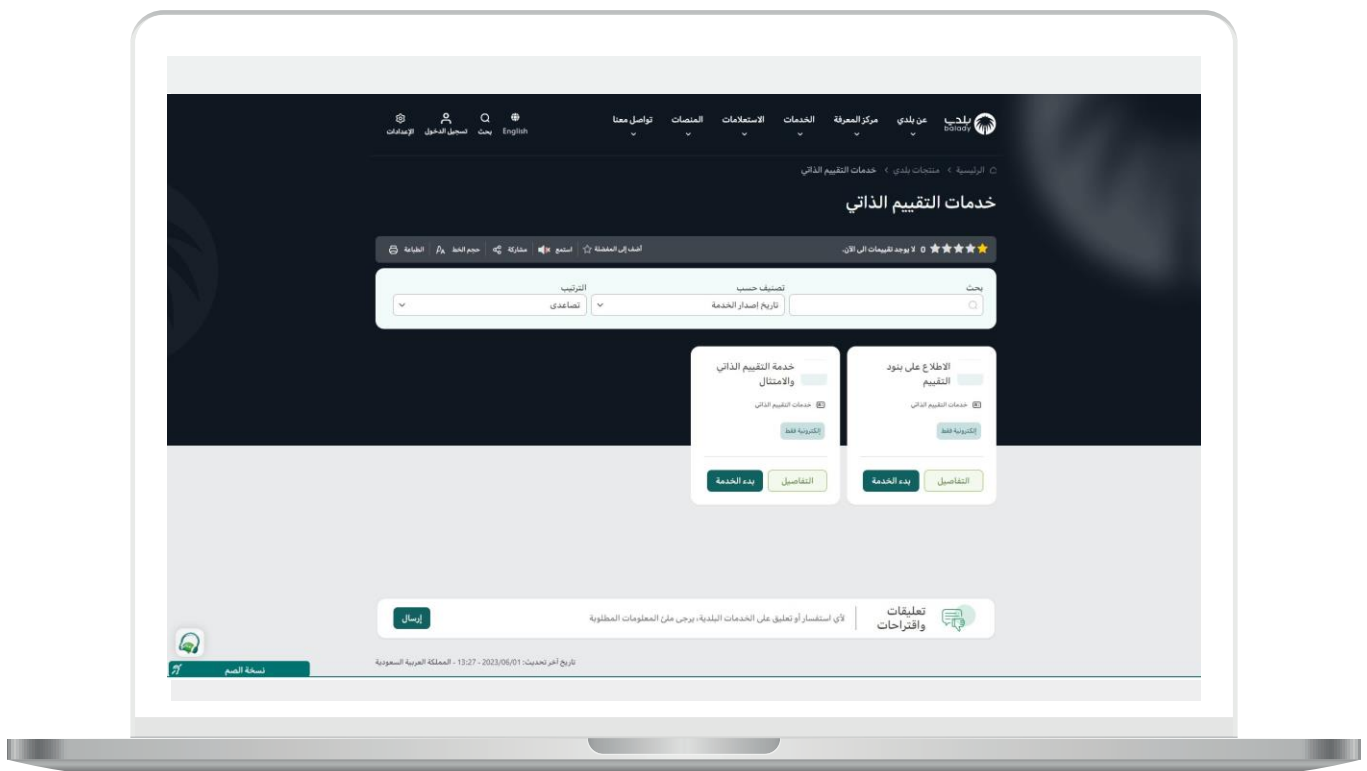


Steps of Service Request

1) To begin the service request, select **(Self-Assessment Services)** from the available options.

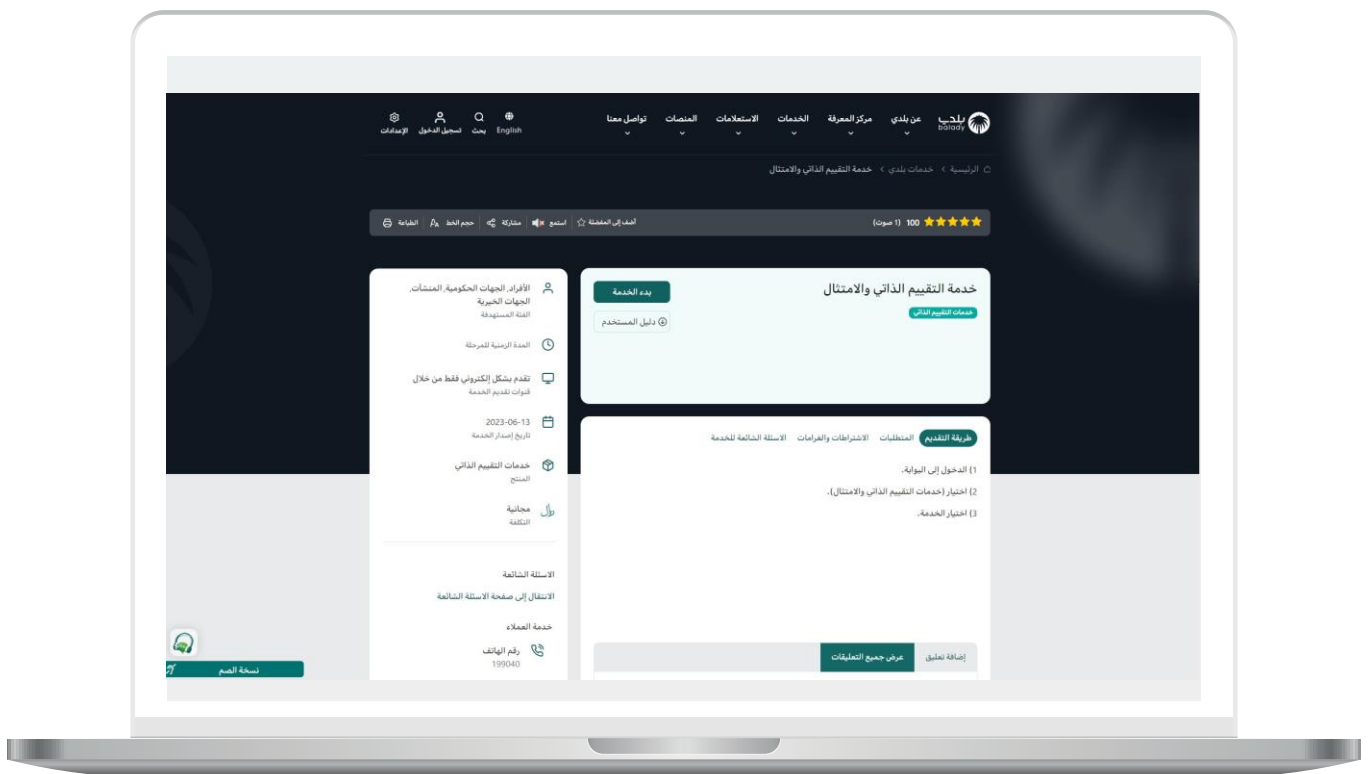


2) The next screen displays (**Self-Assessment Services**), which include: (**Self-Assessment and Compliance**) and (**Viewing Assessment Items**).

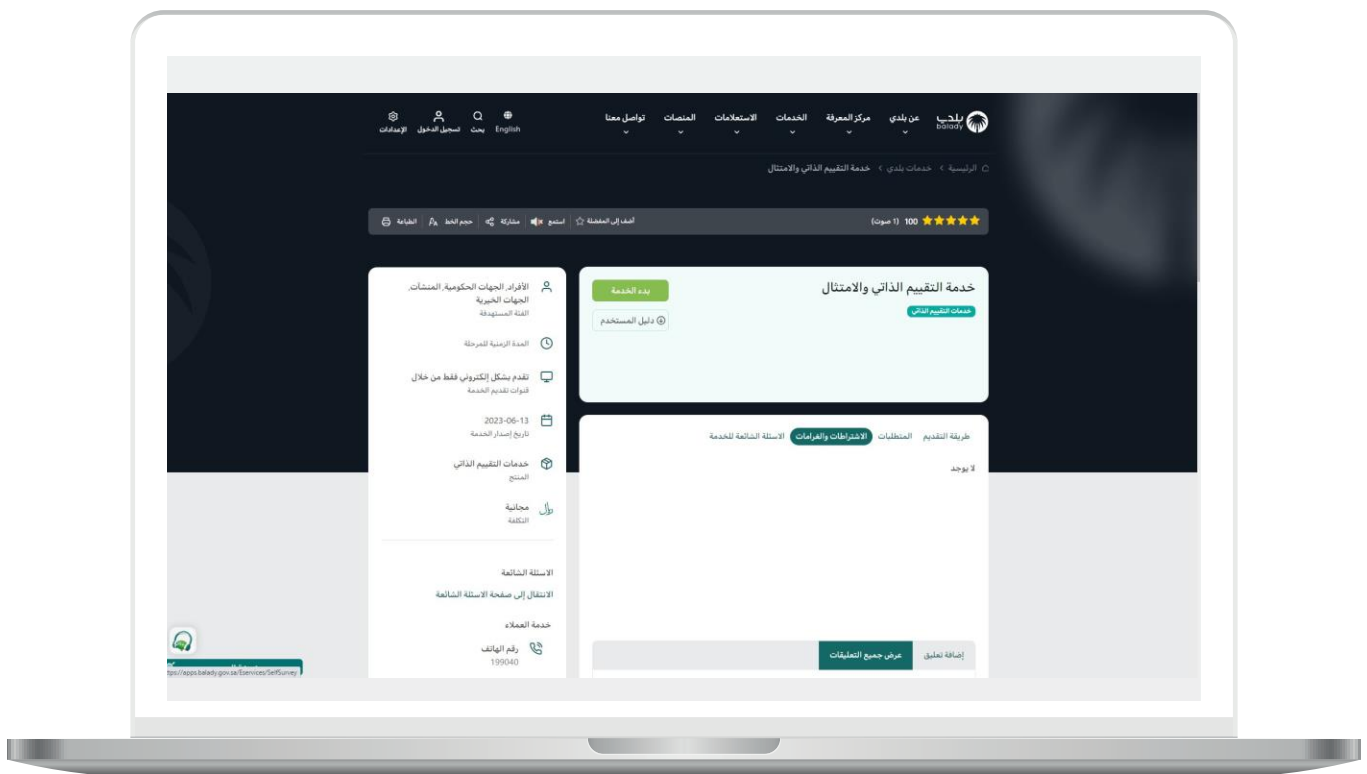


Self-Assessment and Compliance Service

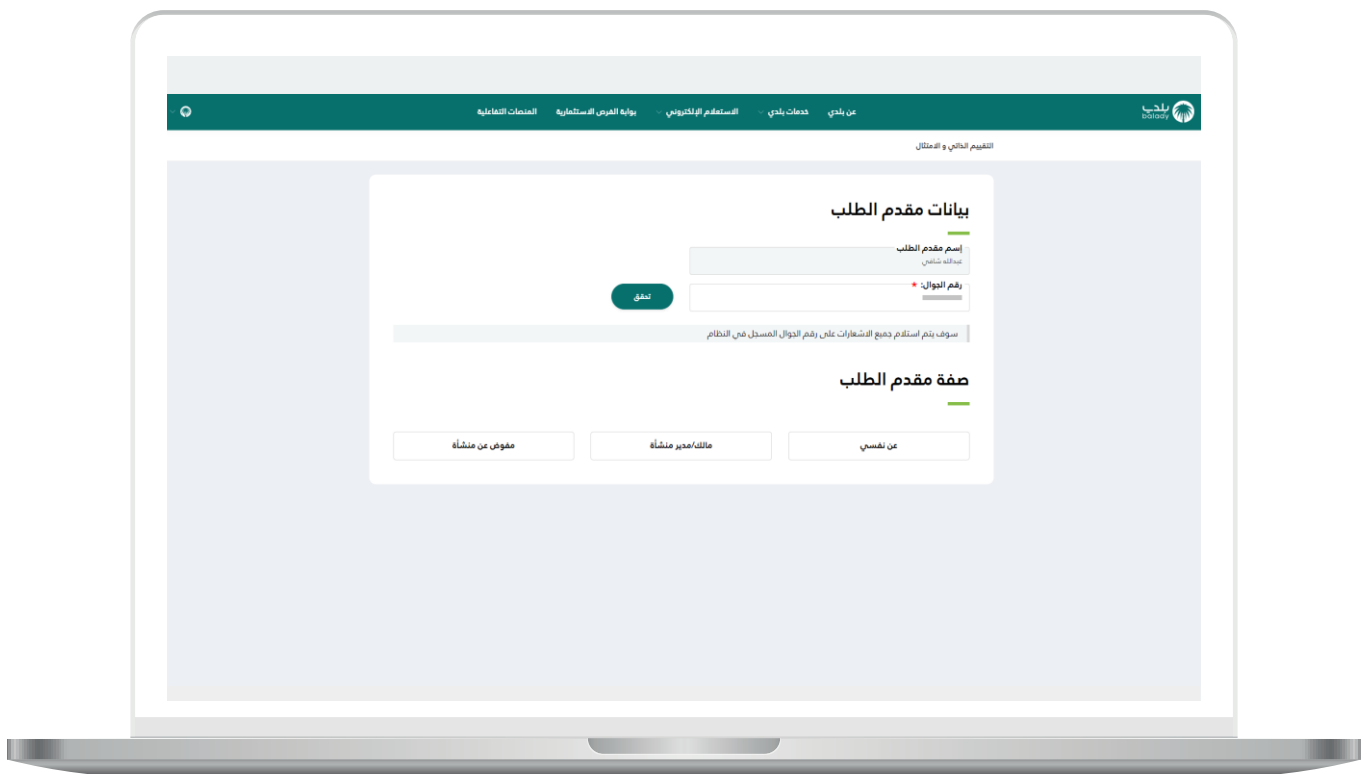
1) Upon selecting this service, a new screen appears displaying service requirements, including **(How to Apply, Requirements, Conditions, and Penalties)**.



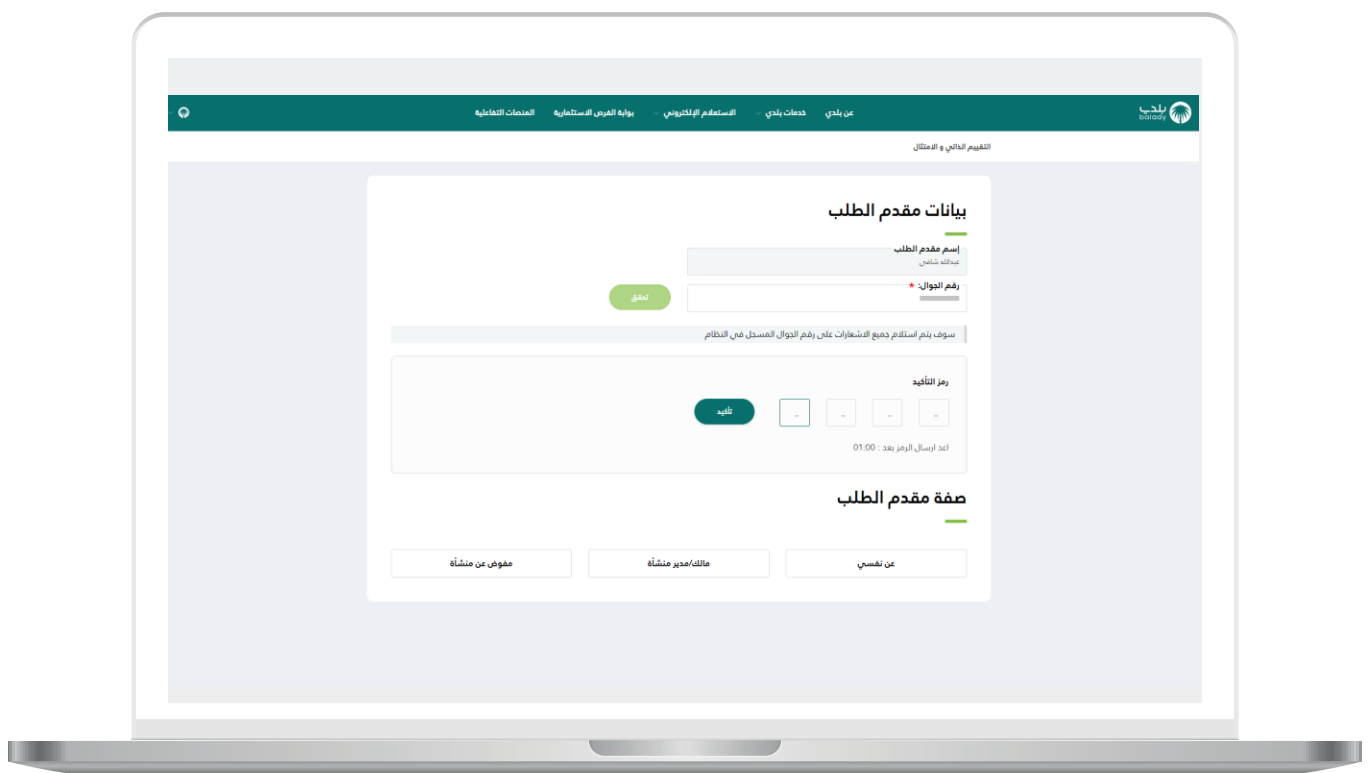
2) Click (Start Service) to proceed.



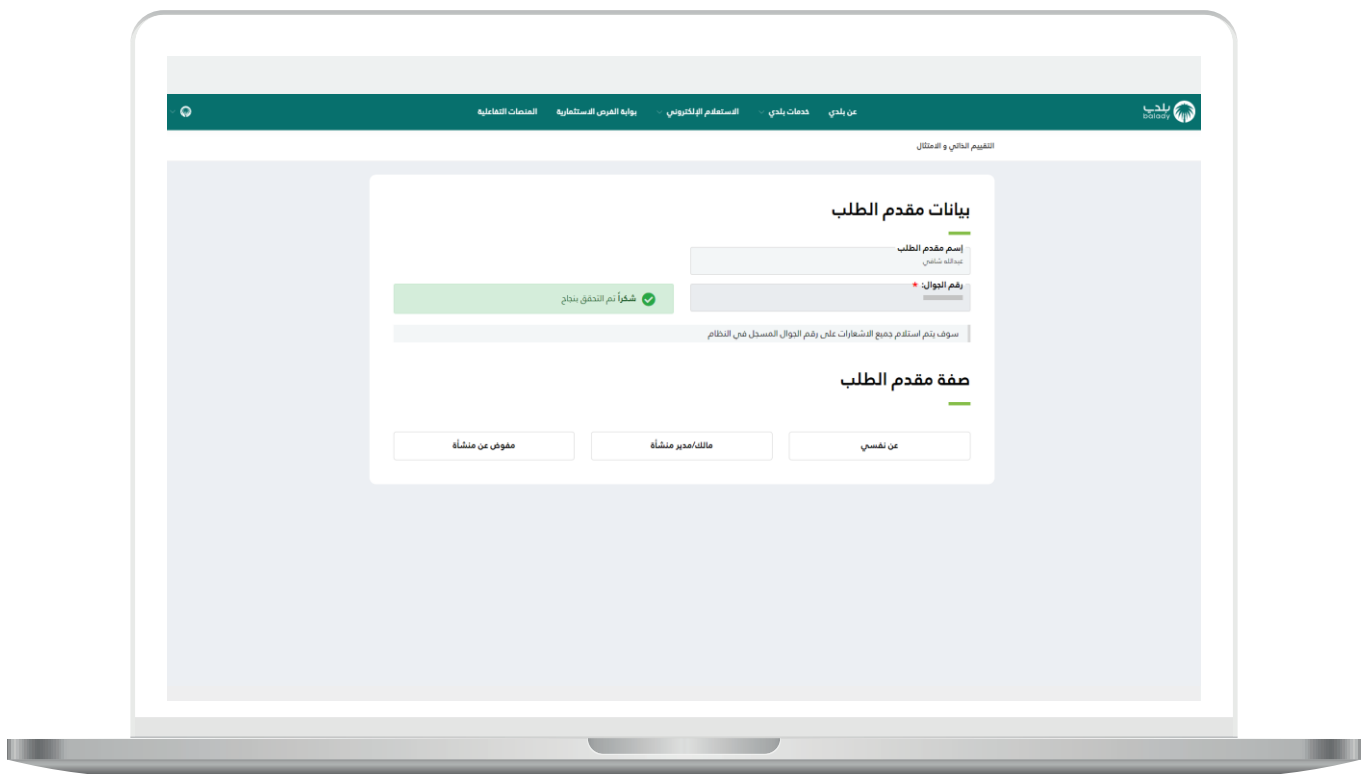
3) The next screen will appear, where the applicant's information is verified by entering the value in the field (**Mobile Number**) and clicking (**Verify**).



4) A code will then be sent to the user's mobile, which they must enter in the (**Verification Code**) field and click the (**Confirm**) button, as shown in the following screenshot.



5) After verification, a message appears stating (**Thank you, verification successful**). The system then allows the user to select their applicant role from the following options: (**For Myself**), (**Owner or Manager of an Establishment**), (**Authorized Representative**).



6) If (For Myself) is selected, registered licenses appear, categorized as: (Commercial Licenses), (Construction Licenses), (Excavation Permits),(Collective Housing Permits).

التقديم الذاتي و الامتثال

عن بلدي خدمات بلدي الاستعلام الإلكتروني بوابة المراسلة الاستثمارية المنصات التشغيلية المتابعة على المخططات البلدية

بيانات مقدم الطلب

اسم مقدم الطلب
خوزيعة إبراهيم

رقم الدوال: *
سوف يتم استلام جميع الشهادات على رقم الدوال المسجل في النظام

شكراً تم التحقق بنجاح

صفة مقدم الطلب

مفوض عن منشأة مالك/مدير منشأة عن نفسي

رخص التجارية

رخص الإنشائية

رخص الحفريات

رخص السكن جماعي

7) If **(Owner or Manager of an Establishment)** is selected, an additional field appears for the **(Commercial Register)**, which must be entered before clicking **(Browse)**.

التقديم الذاتي و الممتلكات

بيانات مقدم الطلب

اسم مقدم الطلب
خواتمه ايراسيم

رقم الجوال: *

شكراً تم التحقق بنجاح

سوف يتم استقدم جميع الاشعارات على رقم الجوال المسجل في النظام

صفحة مقدم الطلب

مفوض عن منشأة

مالك/مدير منشأة

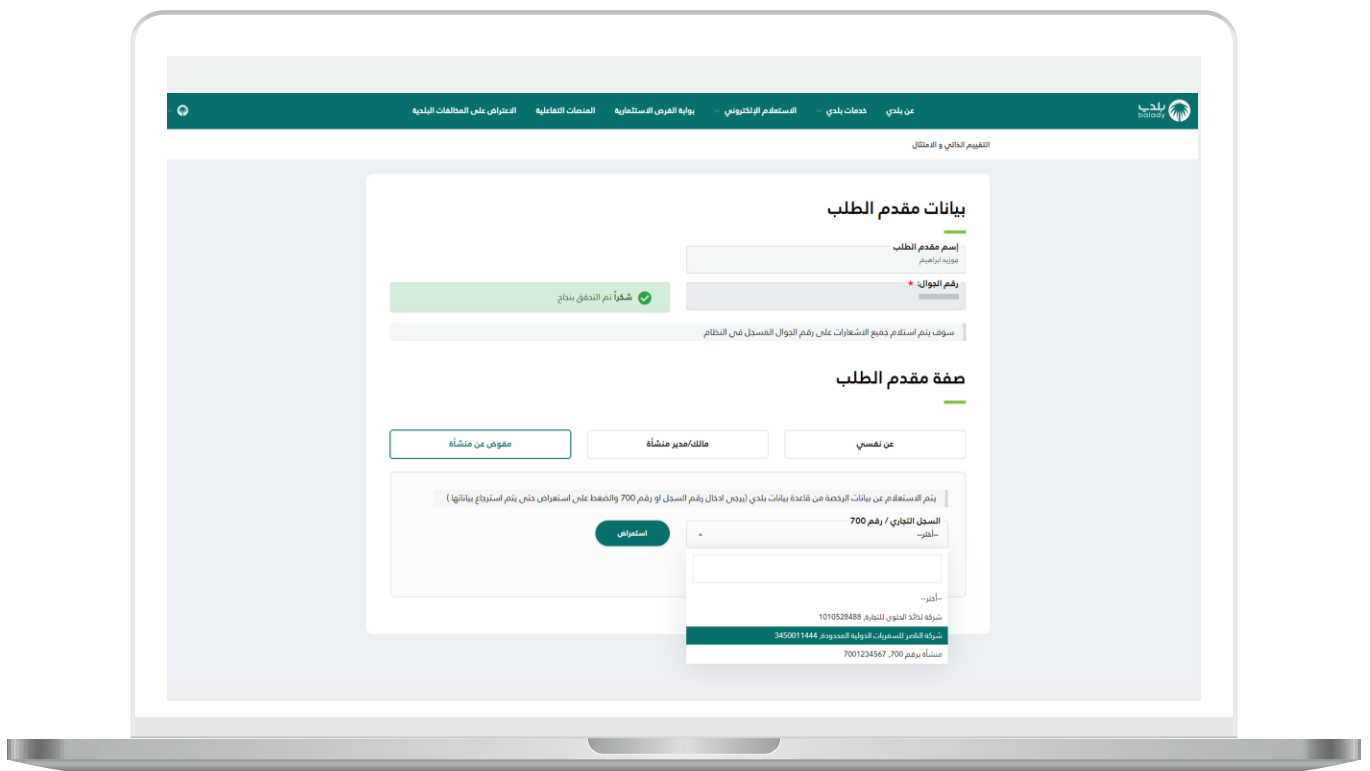
عن نفسي

يتم الاستعلام عن بيانات الرخصة المسجلة في منصة بلدي ايريس اذلال رقم السجل التجاري والضبط على استعراض خاص يتم استدراج بياناتها

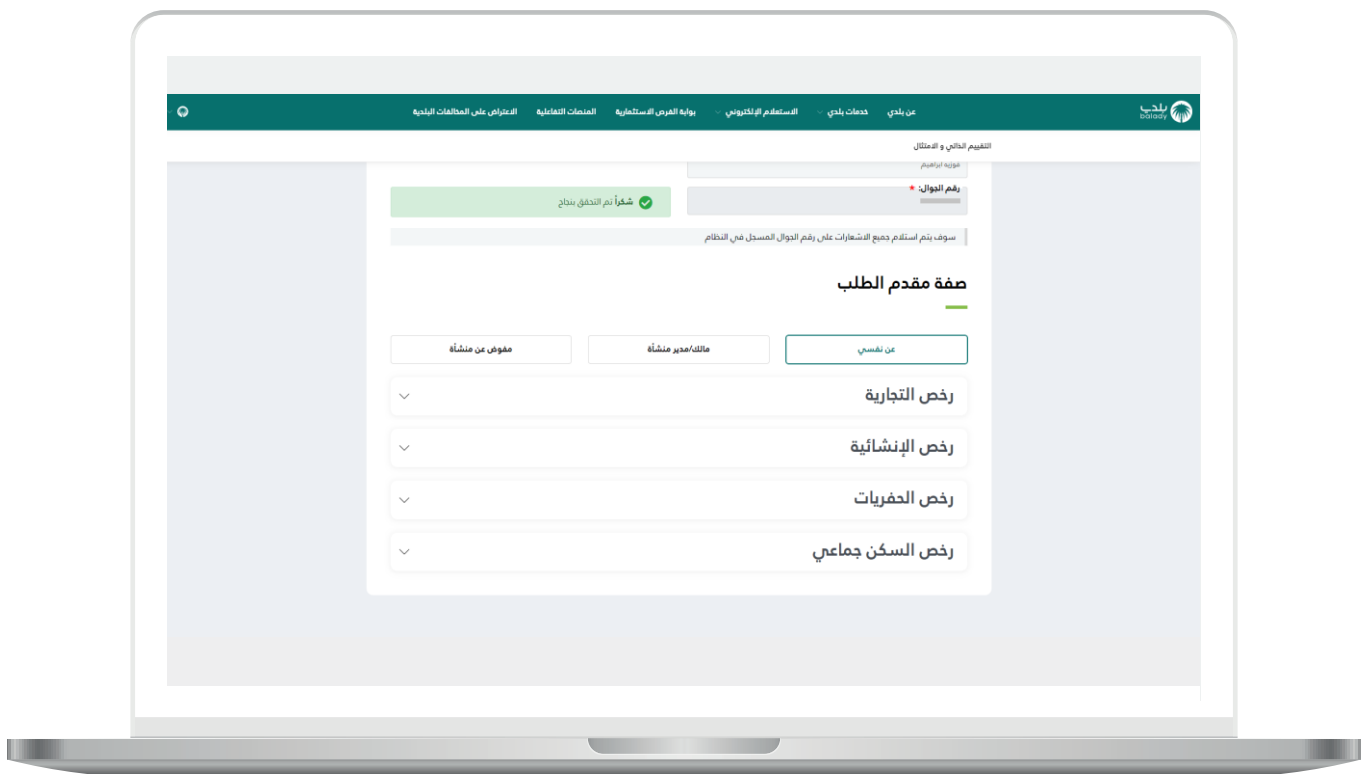
السجل التجاري: *

استعرض

8) If **(Authorized Representative)** is selected, a dropdown menu appears to select the **(Commercial Registration Number/700)**, then the user clicks **(Browse)**.



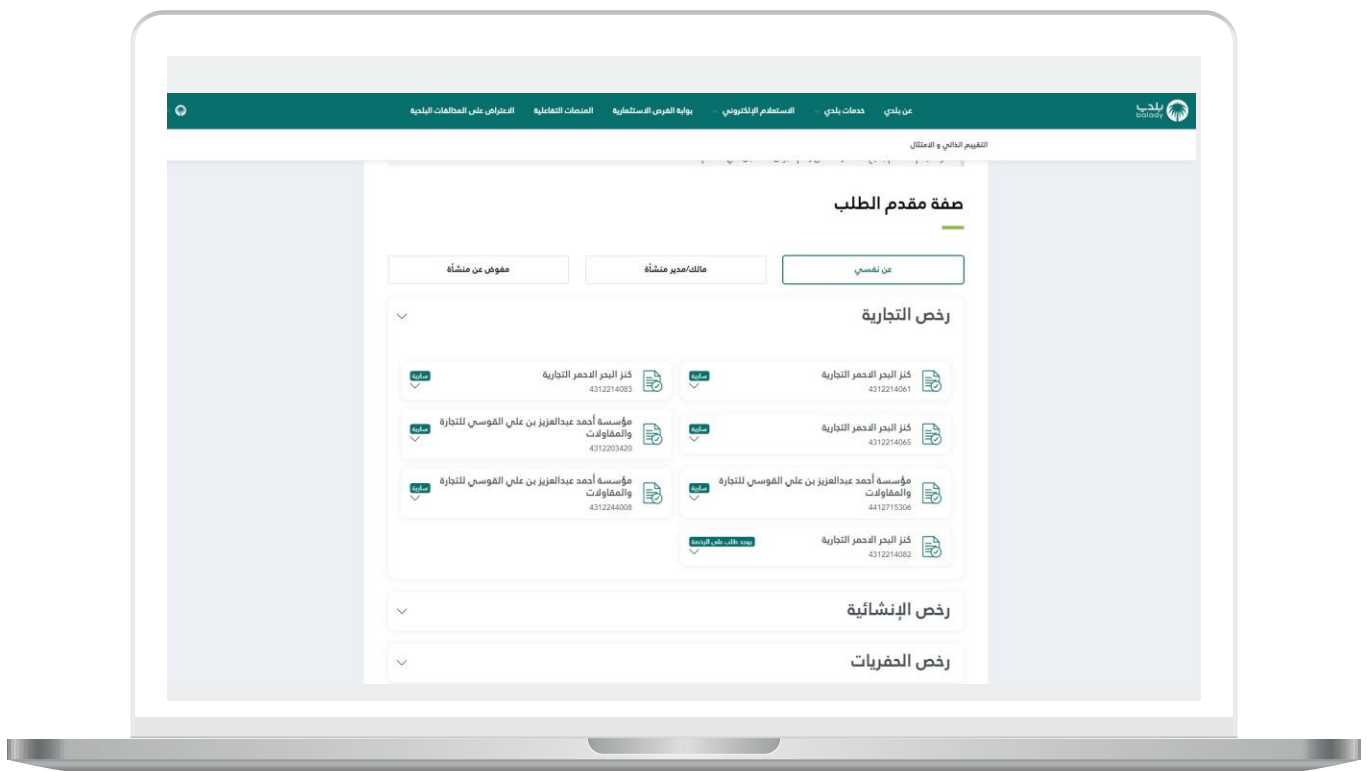
9) In this example, the role (**For Myself**) was selected, displaying the registered licenses under the National ID, categorized as (**Commercial Licenses**), (**Construction Licenses**), (**Excavation Permits**), and (**Collective Housing Permits**).



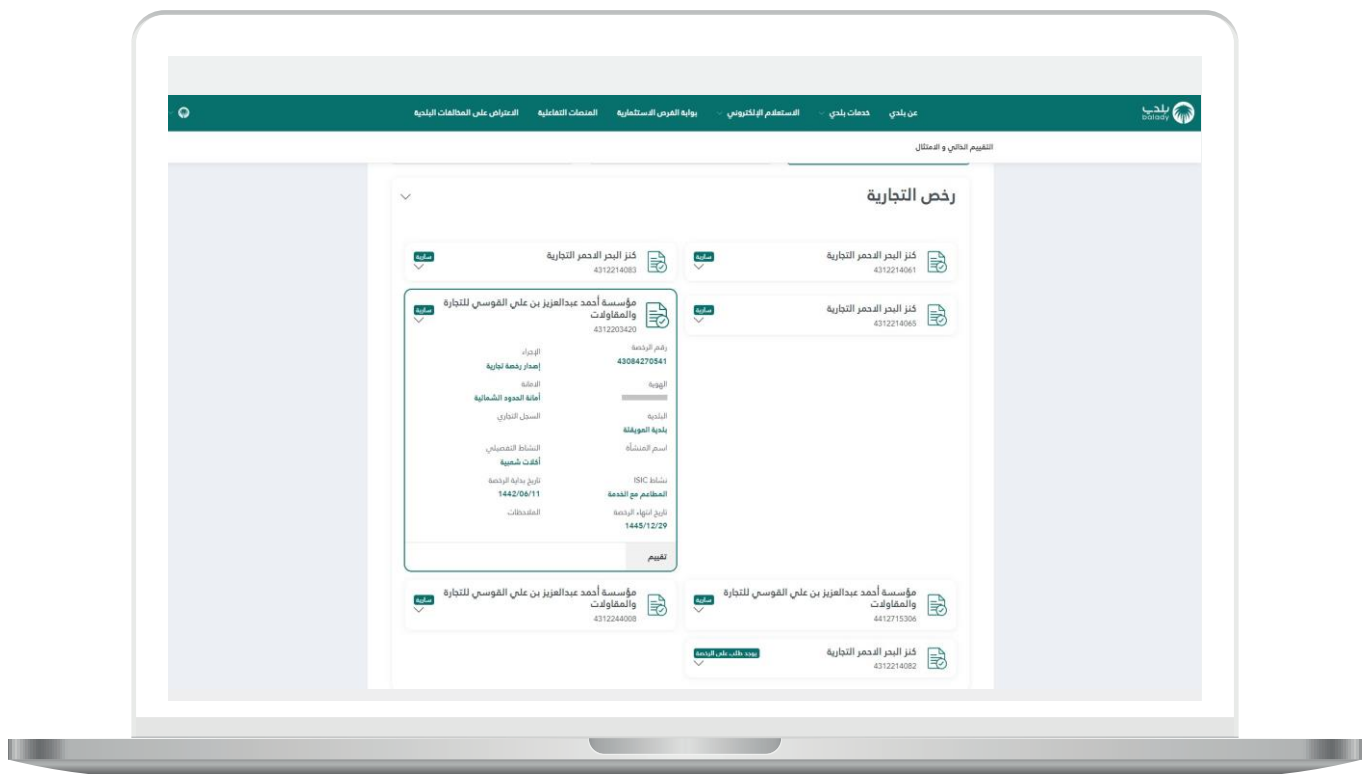
Commercial Licenses

1) Upon selection, registered commercial licenses associated with the user's (**Commercial Register Number**) appear.

The user selects a license to evaluate.



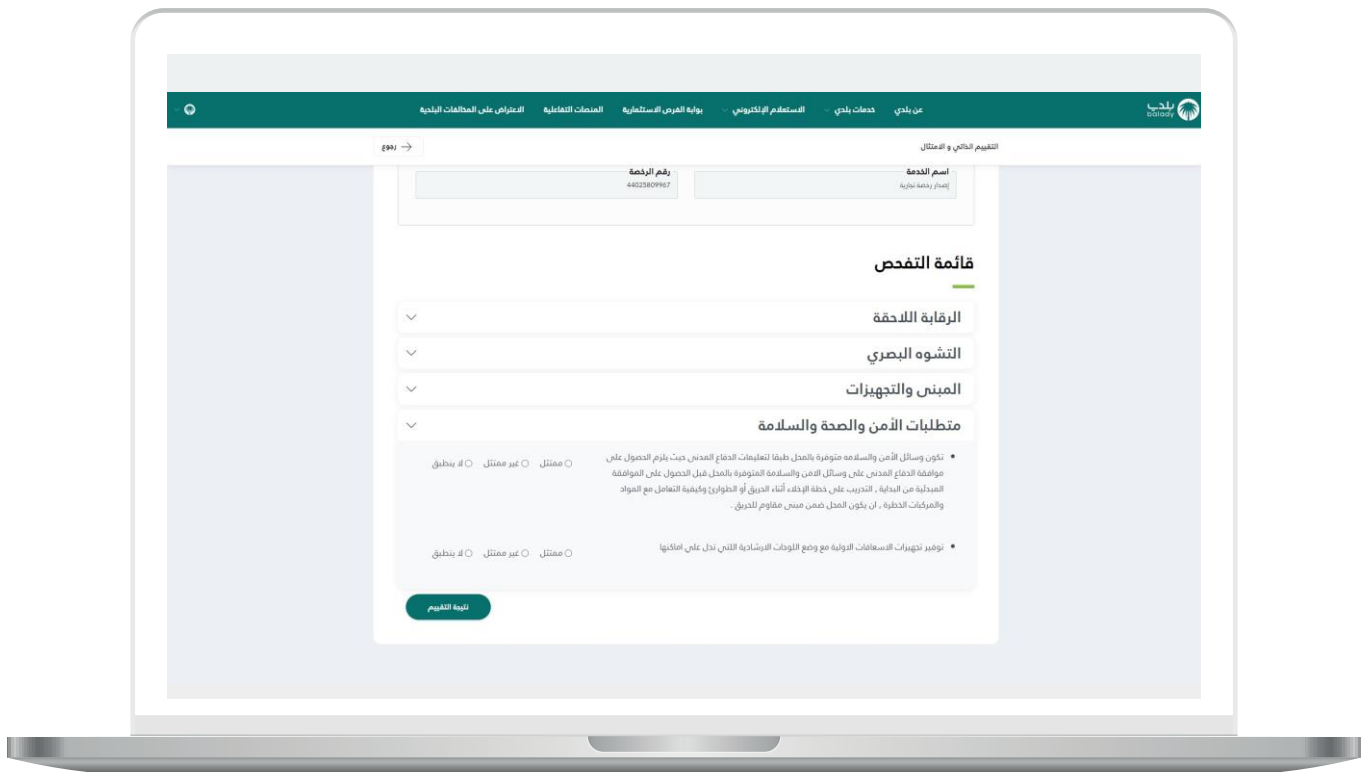
2) License details are displayed, and the user clicks (**Evaluate**).



3) The next screen presents (Establishment Information) and an (Inspection Checklist).

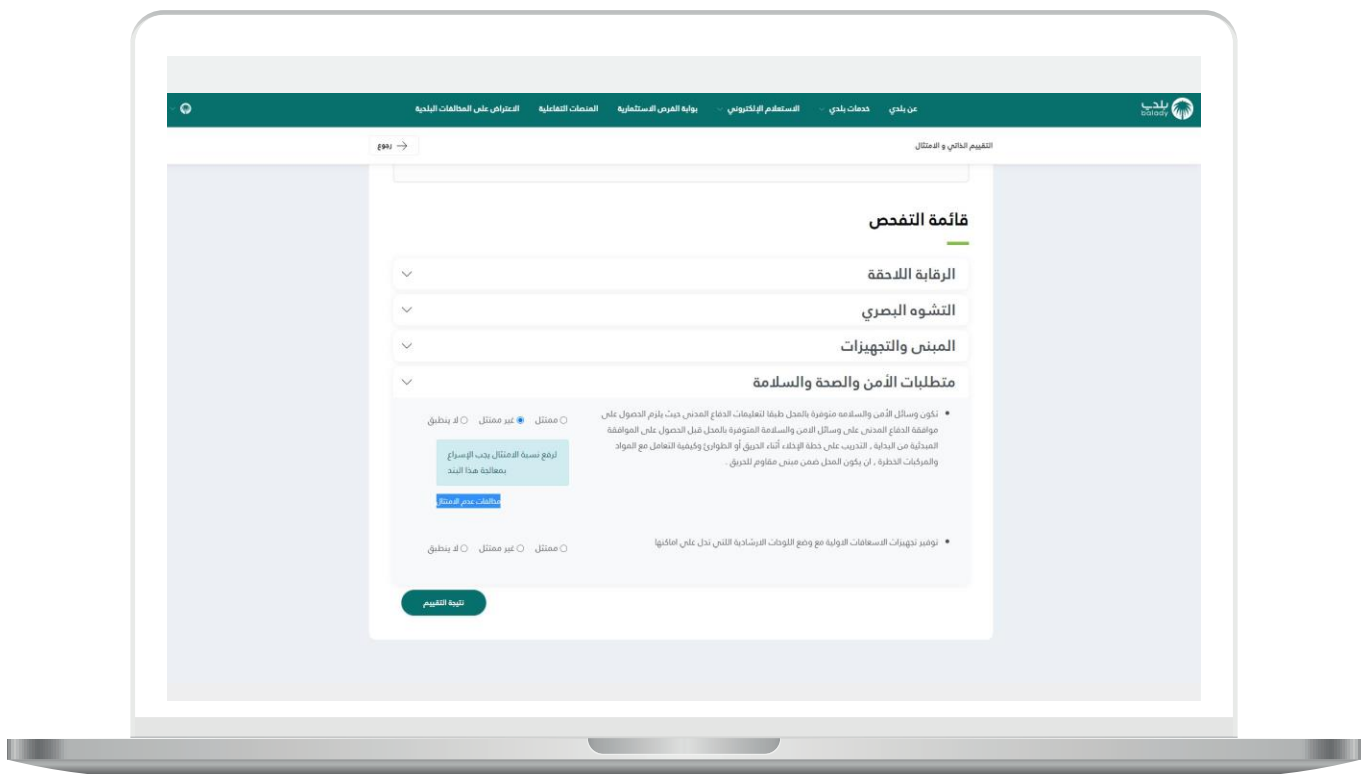
The screenshot displays the 'بيانات المنشأة' (Establishment Information) screen. The header includes navigation links: 'عن بلدي', 'خدمات بلدي', 'الاستعلام الإلكتروني', 'بوابة الفرض الاستشارية', 'المنتجات التفاعلية', and 'التعرف على المجالات البلدية'. The main content area is titled 'بيانات المنشأة' and contains a form with two input fields: 'رقم الرخصة' (License Number) and 'اسم الخدمة' (Service Name). Below the form is a section titled 'قائمة التفحص' (Inspection Checklist) with four items: 'الرقابة اللاحقة' (Follow-up supervision), 'التشوه البصري' (Visual distortion), 'المبنى والتجهيزات' (Building and equipment), and 'متطلبات الأمن والصحة والسلامة' (Security, health, and safety requirements). A green button labeled 'إجراء التقييم' (Perform assessment) is located at the bottom of the checklist.

4) The user selects compliance status for each item: **(Compliant)**, **(Non-Compliant)**, **(Not Applicable)**.

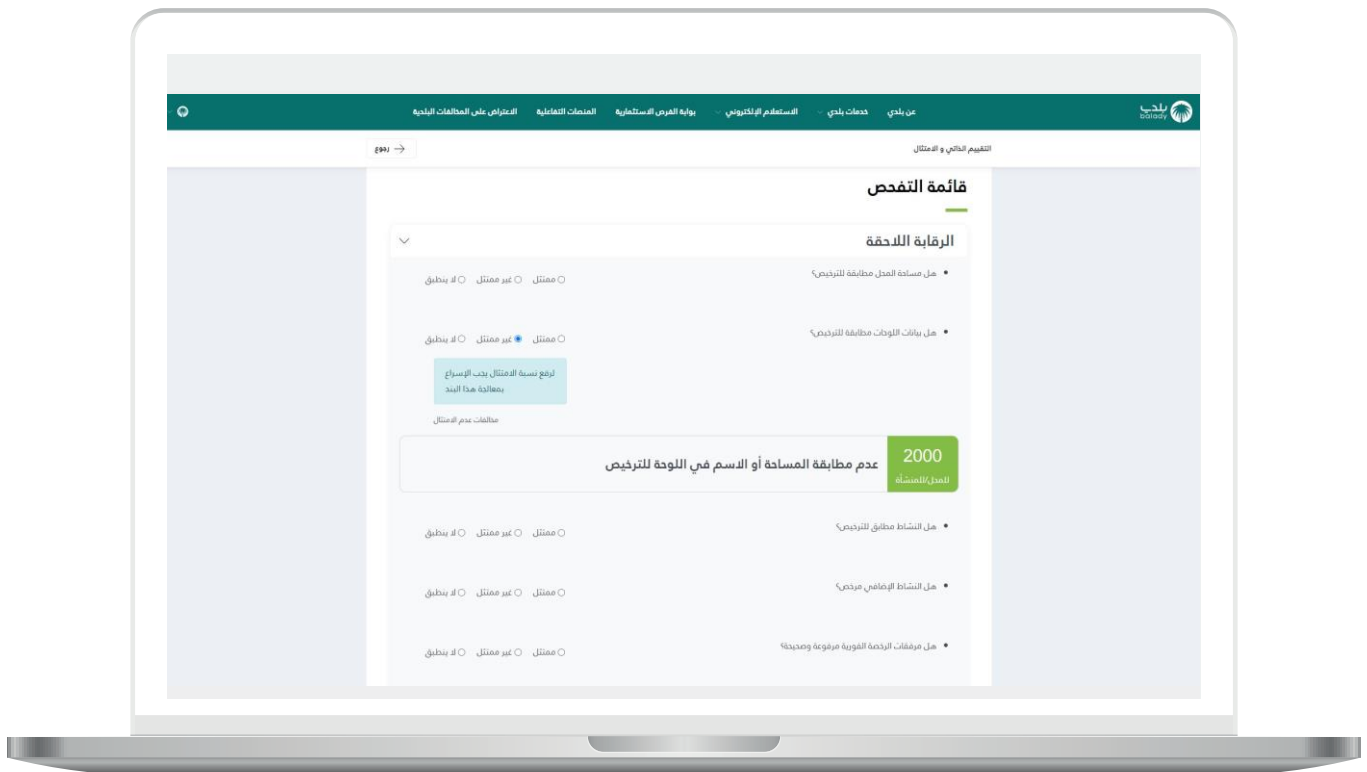


5) If **(Non-Compliant)** is selected, a prompt appears indicating **(To increase compliance, this issue must be addressed promptly)**.

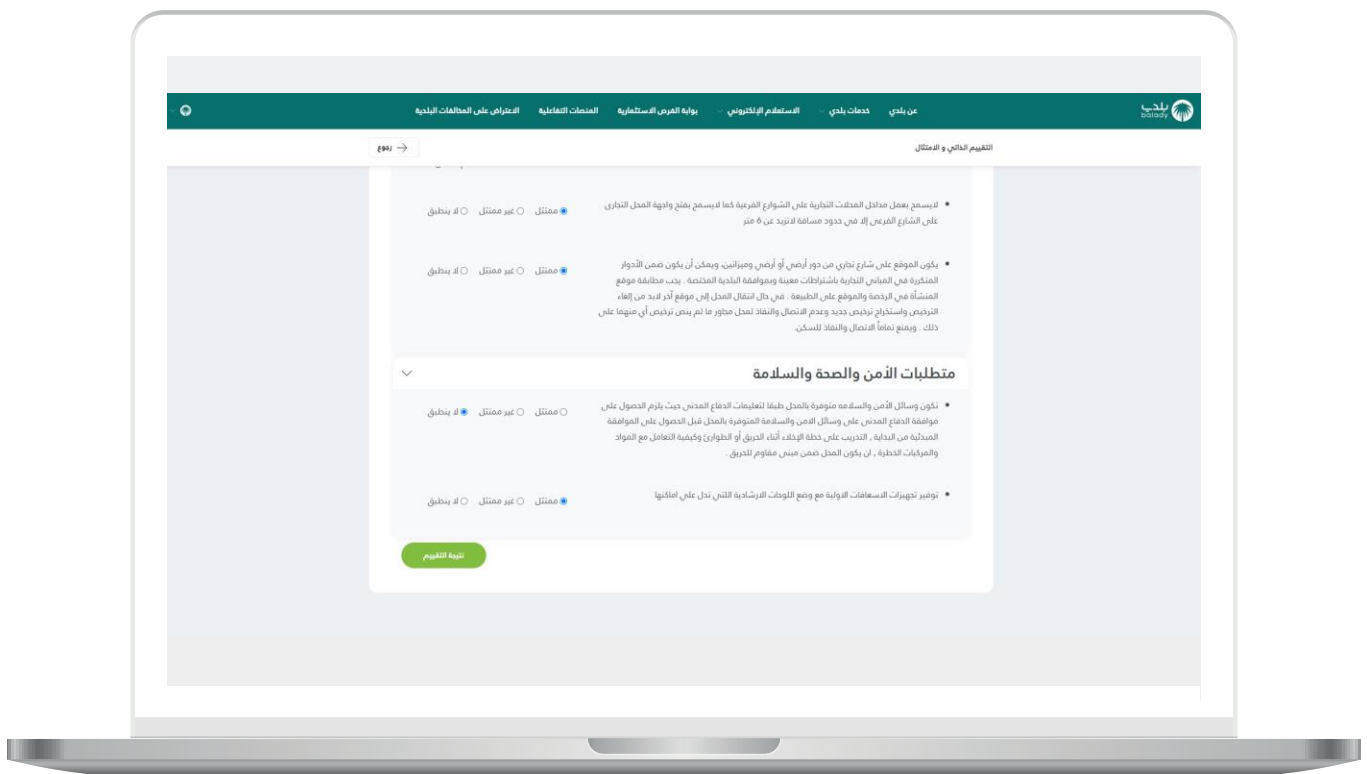
The link to **(Non-compliance Violations)** then appears.



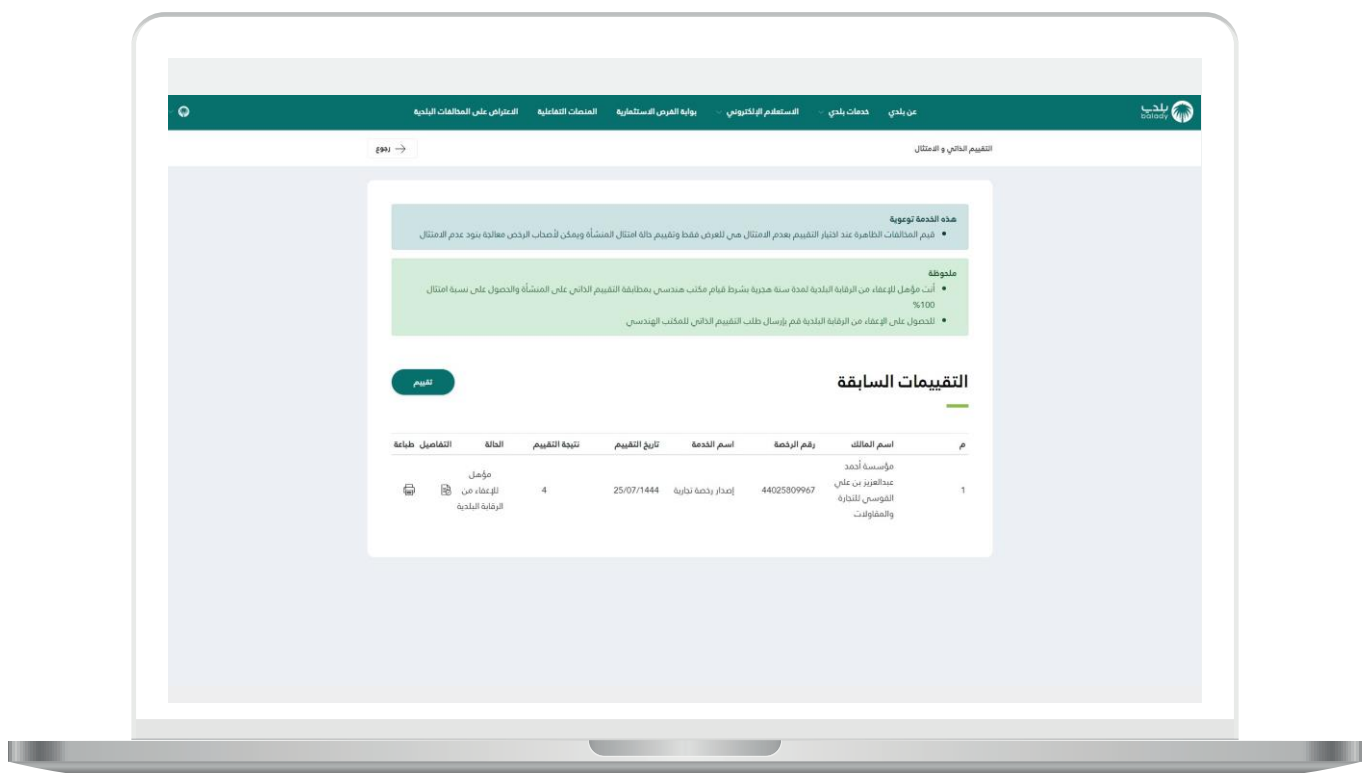
6) After clicking on the **(Non-compliance Violations)** link, the violation's value and name are displayed.



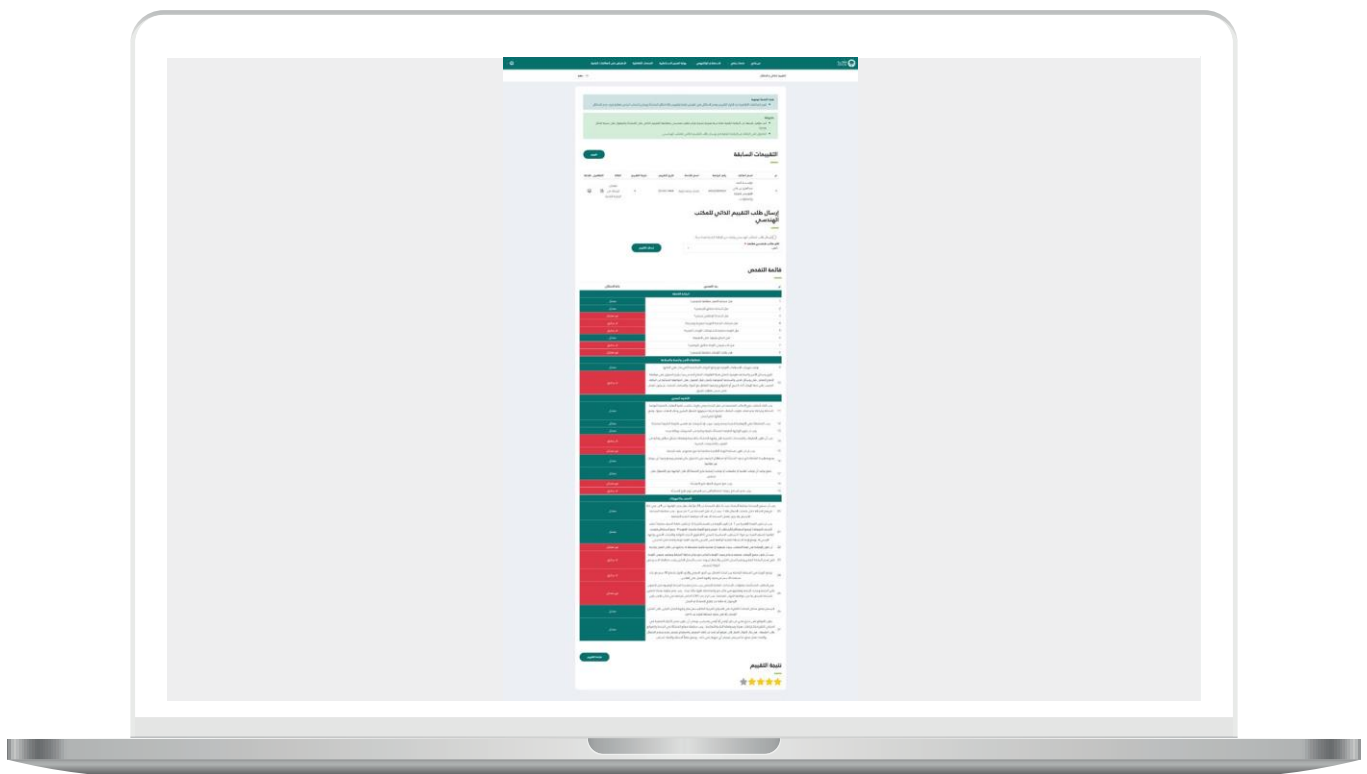
7) Once the assessment is completed, click (Assessment Result).



8) The evaluation result is then saved and displayed in the evaluation table, as shown below.



9) When the user clicks on the paper icon in the **(Details)** column, they have the option to send the evaluation request to the engineering office. Additionally, the evaluation result can be printed by clicking the printer icon in the **(Print)** column.



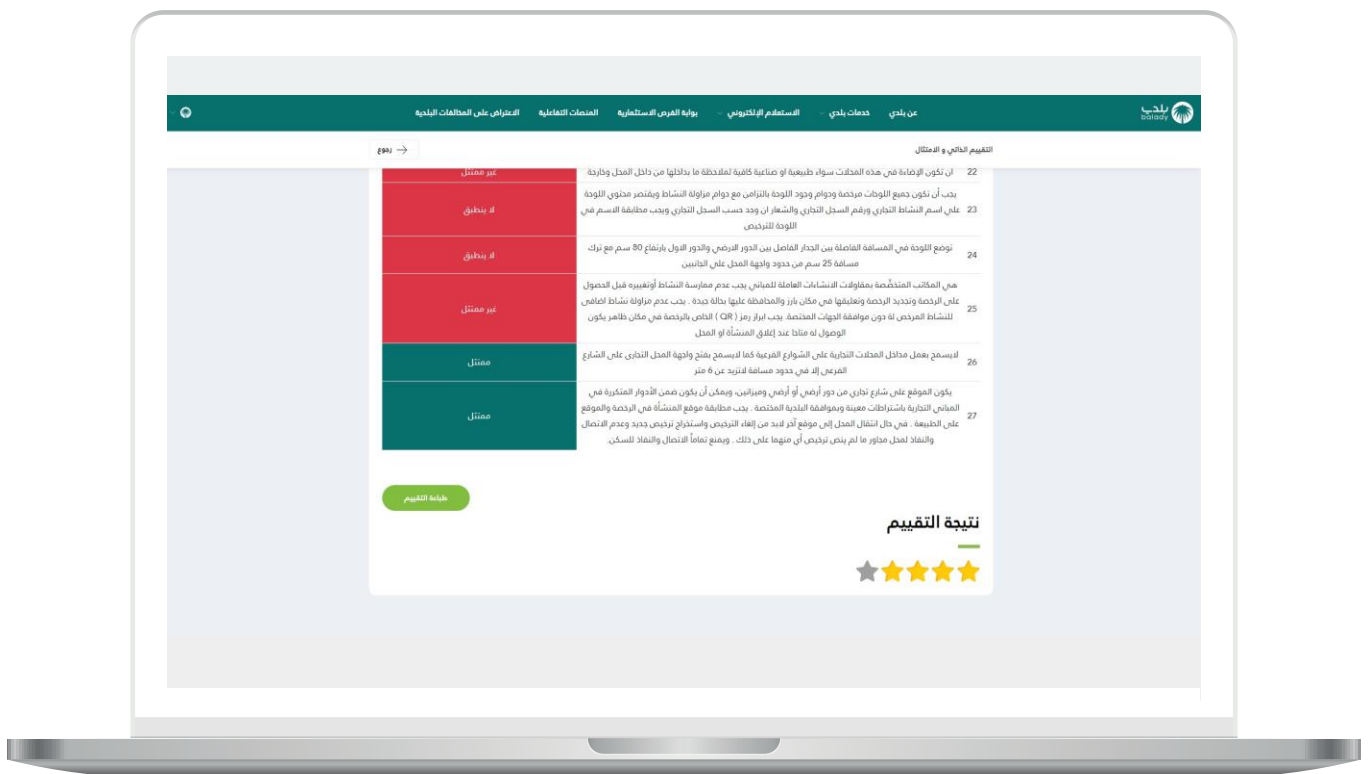
10) To send the evaluation request to the engineering office, the user must select an accredited engineering office from the **(Choose an Accredited Engineering Office)** dropdown menu and click the **(Submit Evaluation)** button.

There is also an option to check the box **(Send request to the engineering office and waive municipal oversight for one year)**.

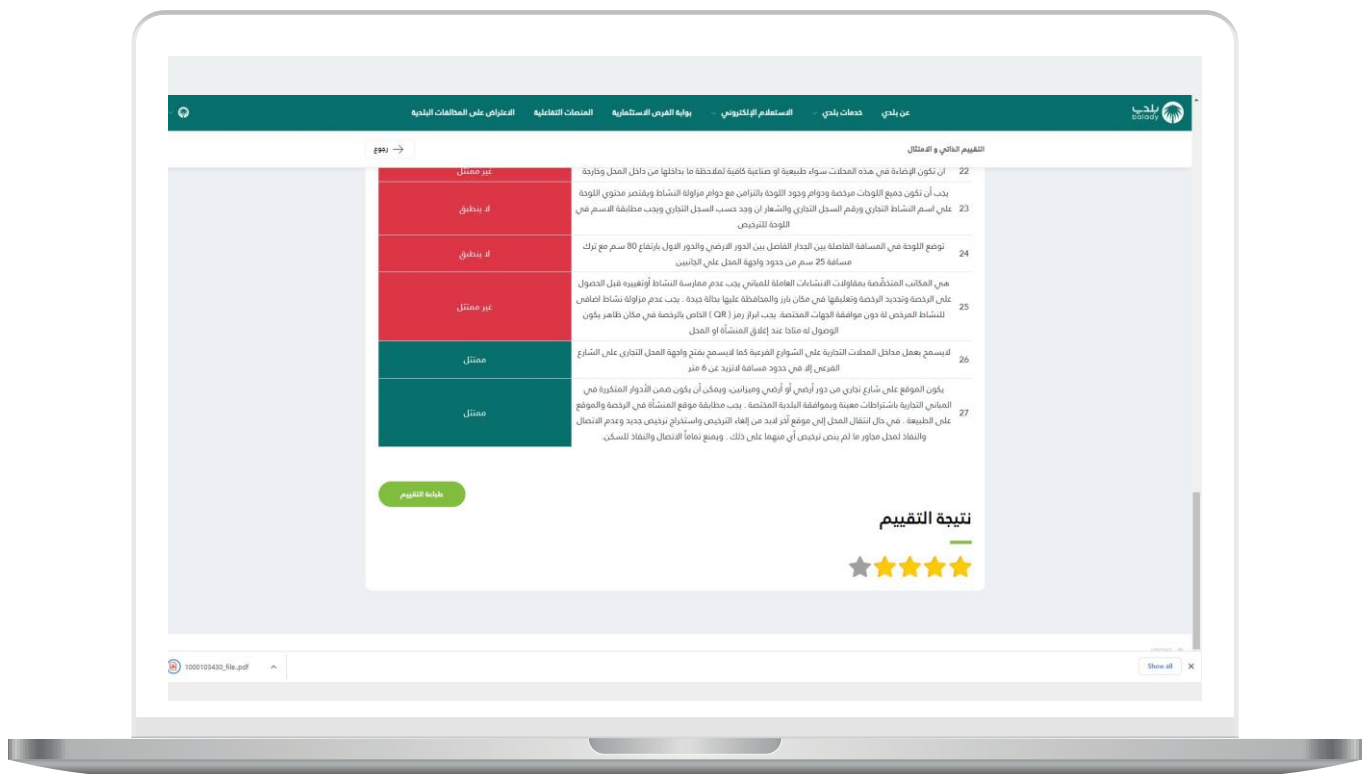
The screenshot shows the 'إرسال طلب التقييم الذاتي للمكتب الهندسي' (Send self-assessment request to the engineering office) form. The form is titled 'إرسال طلب التقييم الذاتي للمكتب الهندسي' and includes a dropdown menu for selecting an accredited engineering office. The dropdown menu is currently open, showing a list of accredited engineering offices. The form also includes a 'Submit Evaluation' button and a table for selecting evaluation criteria.

| خانة الاختيار | ملاحظة |
|---------------|--|
| ممتاز | 2. هل النشاط مطابق للتعليمات؟ |
| ممتاز | 3. هل النشاط الإضافي مرن؟ |
| غير ممتاز | 4. هل مرفقات الرخصة مرفوعة ومصححة؟ |
| لا يتحقق | 5. هل التوجه مطابق لاشتراطات اللوائح التجارية؟ |
| لا يتحقق | 6. هل المجلد موجود على الطبيعة؟ |
| ممتاز | 7. هل الاسم في التوجه مطابق للتعليمات؟ |
| لا يتحقق | 8. هل بيانات اللوائح مطابقة للتعليمات؟ |
| غير ممتاز | 9. توفر تجهيزات السلامة الأولية مع وضع اللوائح الإرشادية التي تدل على إمكانية تكون وسائل الأمن والسلامة متوفرة بالمحل طبقا لتعليمات الدفاع المدني حيث يلزم الحصول على موافقة |

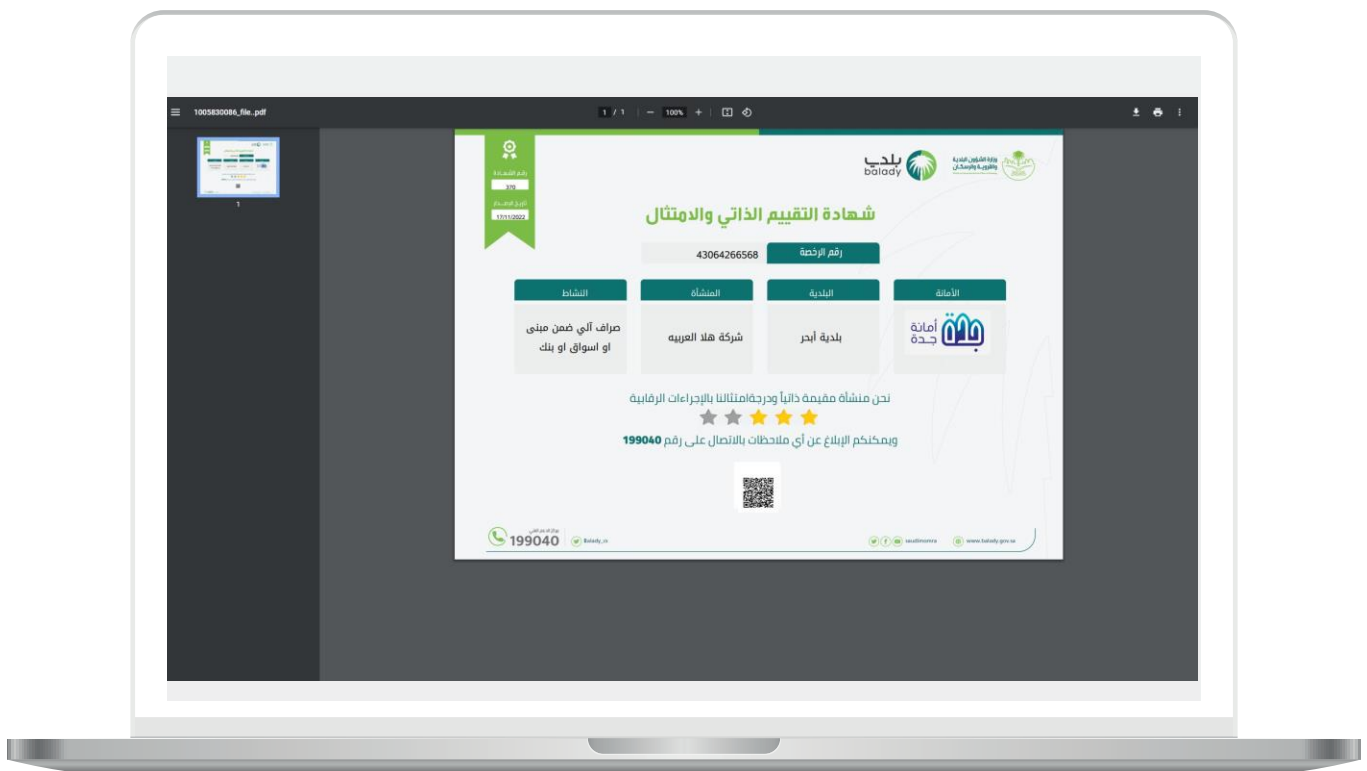
11) The evaluation can be printed by clicking the **(Print Evaluation)** button..



12) The evaluation result is then downloaded to the user's device as a PDF file.

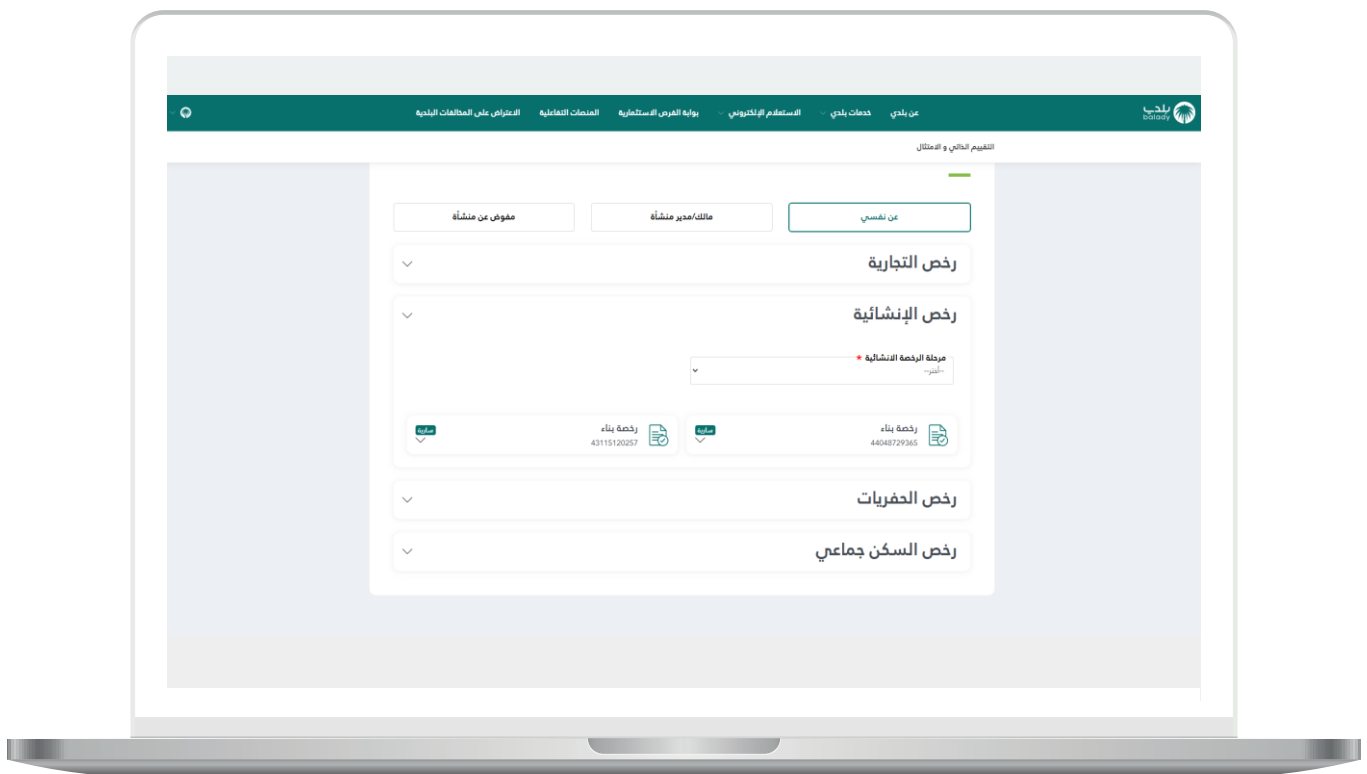


13) Clicking on the PDF file opens the (Self-Evaluation and Compliance Certificate) form, as shown below.

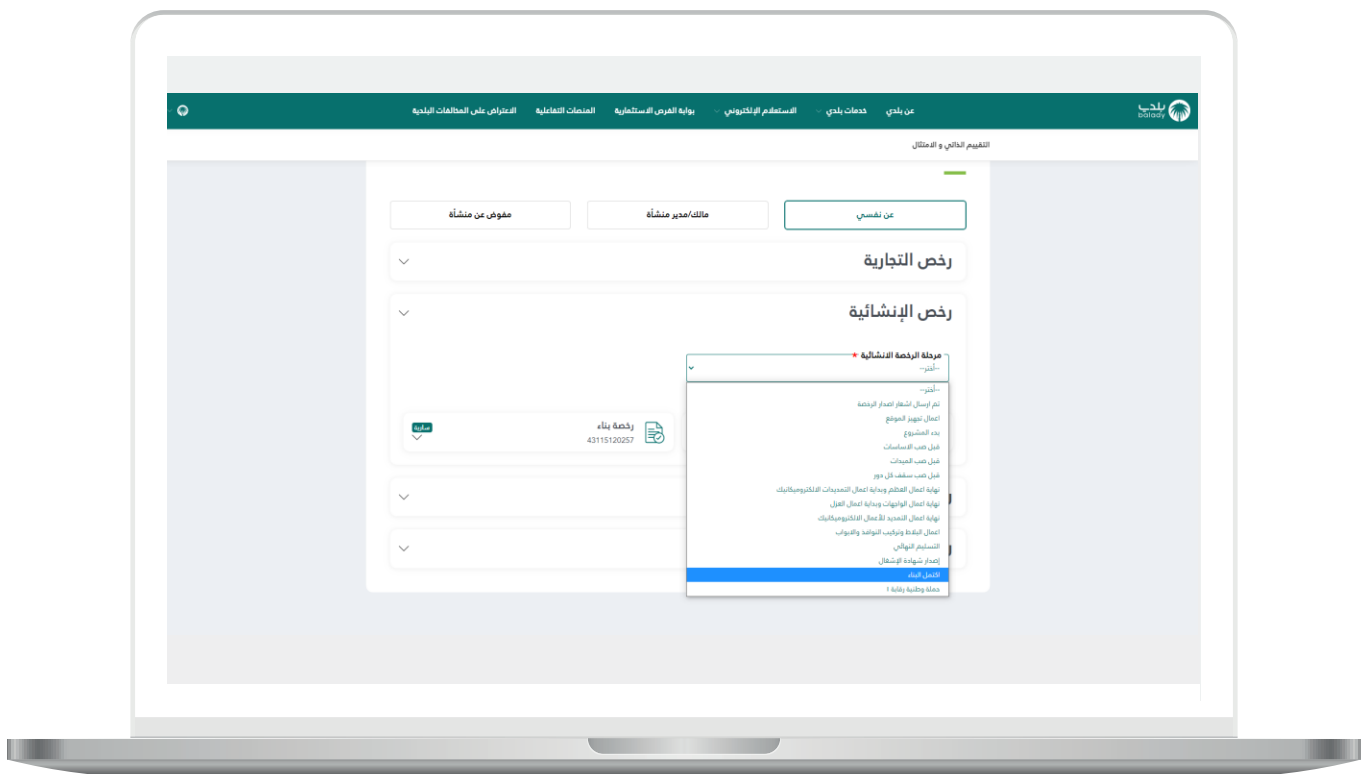


Construction Licenses

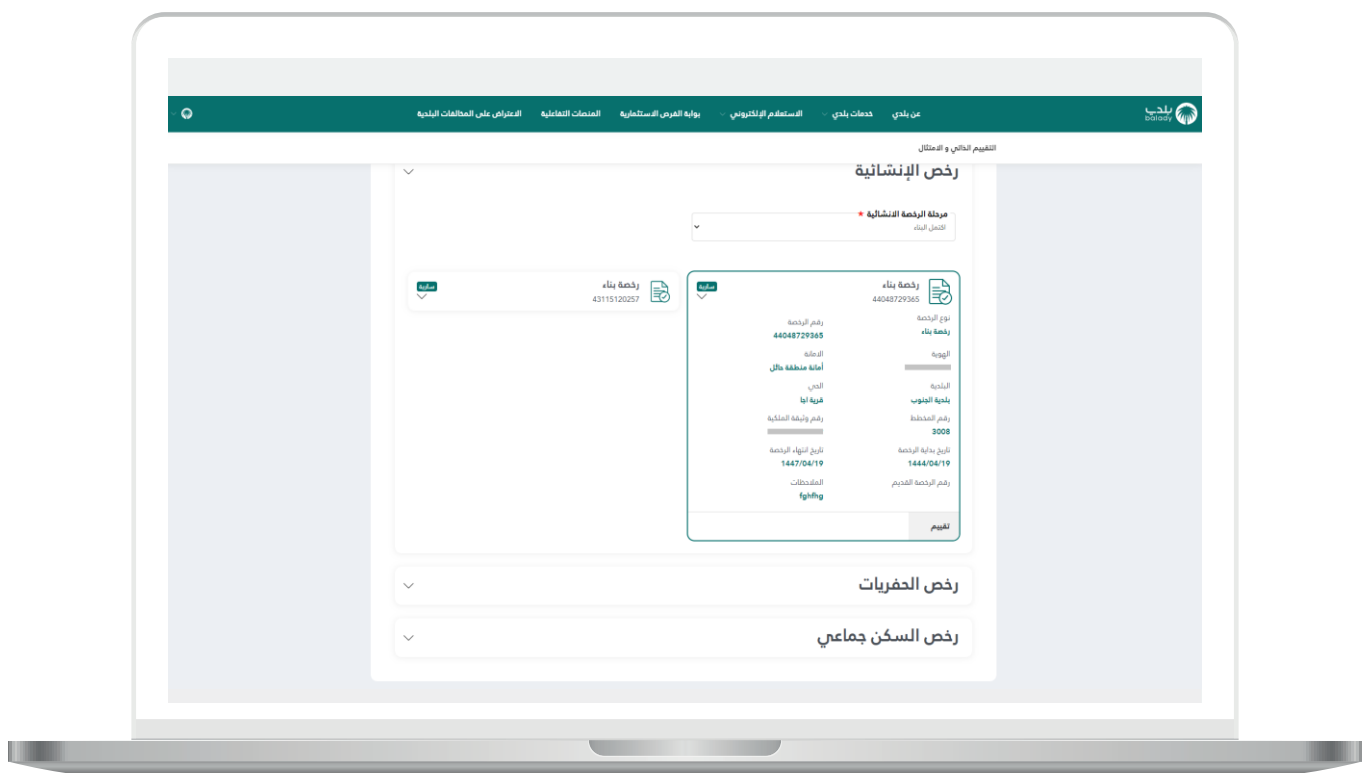
1) After selecting this menu, all construction licenses registered under the user's commercial register number are displayed, as shown below. A dropdown list also appears, containing all stages of the construction license.



2) The user selects **(Construction Completed)** from the dropdown menu, as shown below.



3) The user then selects the license to be evaluated, and the system displays its details, allowing the user to click the **(Evaluate)** button.



4) The next screen presents (Establishment Information) and an (Inspection Checklist).

The screenshot displays the 'بيانات المنشأة' (Establishment Information) screen. The header includes navigation links: 'عن بلدي', 'خدمات بلدي', 'الاستعلام الإلكتروني', 'بوابة العرض الاستثمارية', 'المنصات التشغيلية', and 'المتابعة على المنصات البلدية'. The main content area features a form with the following fields:

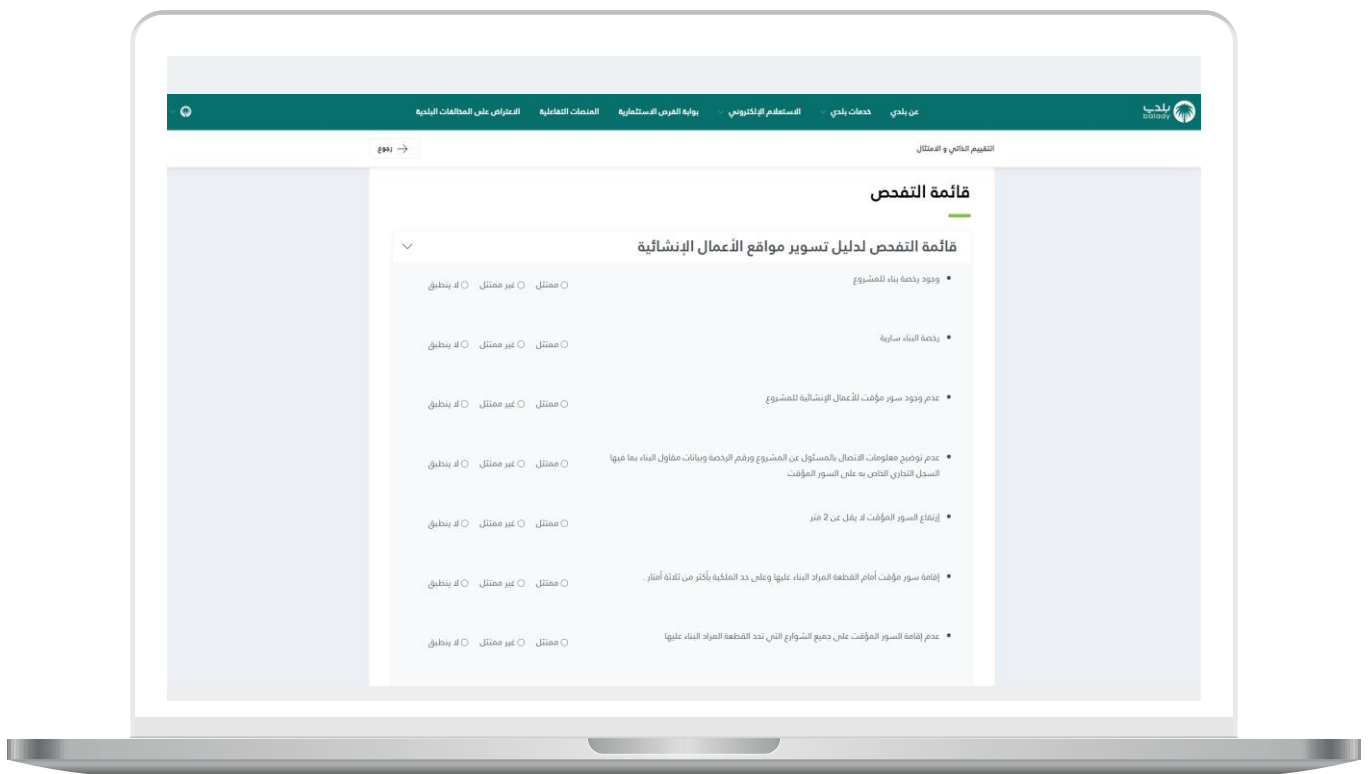
- اسم الخدمة** (Service Name): [Empty field]
- رقم الرخصة** (License Number): 44048729365
- عنوان الخدمة** (Service Address): [Empty field]
- عنوان التشغيل الرئيسية** (Main Operating Address): [Empty field]
- عنوان الفرعية** (Sub-address): [Empty field]
- عنوان الفرع** (Branch Address): [Empty field]

Below the form, there is a section titled 'قائمة التفحص' (Checklist) with two dropdown menus:

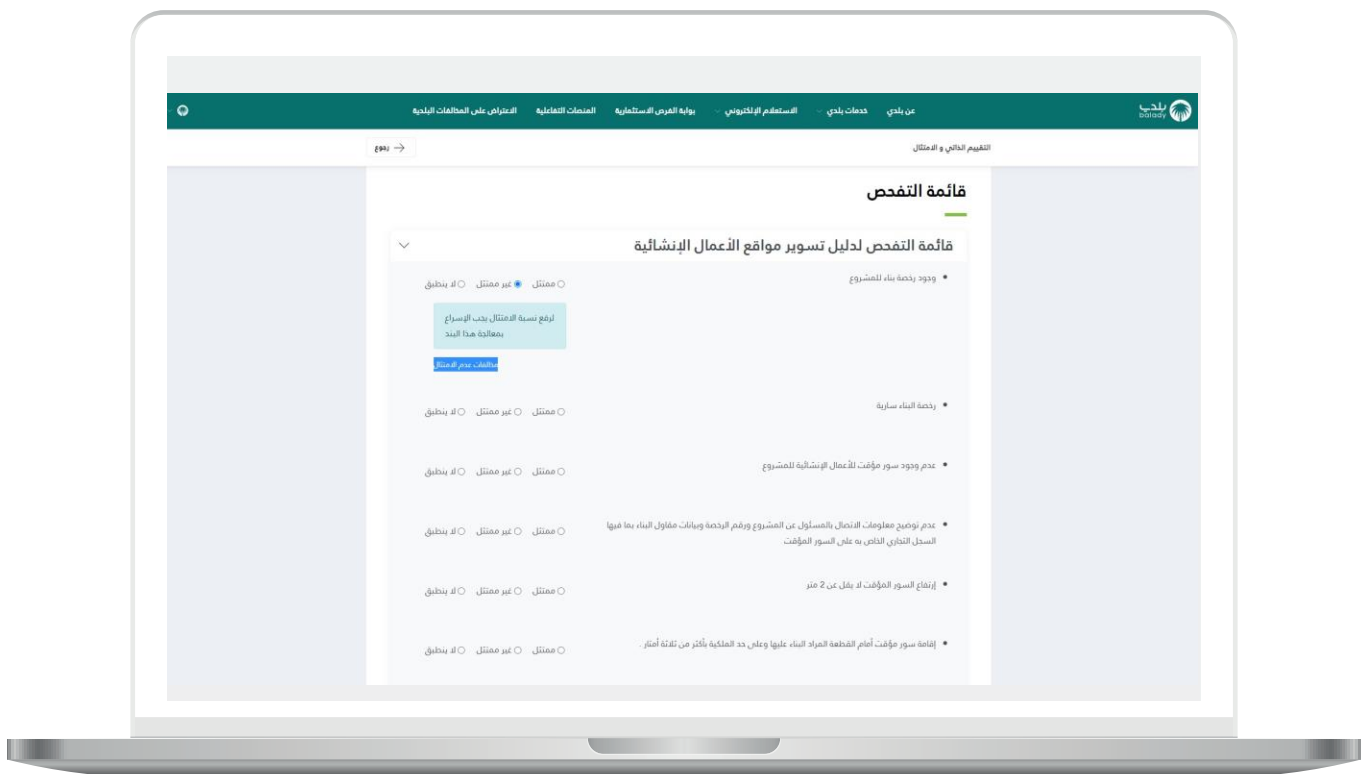
- قائمة التفحص لدليل تسوير مواقع الأعمال الإنشائية** (Checklist for the guide of construction sites)
- الرقابة اللاحقة** (Subsequent supervision)

A green button labeled 'تأكيد التسجيل' (Confirm registration) is located at the bottom of the form.

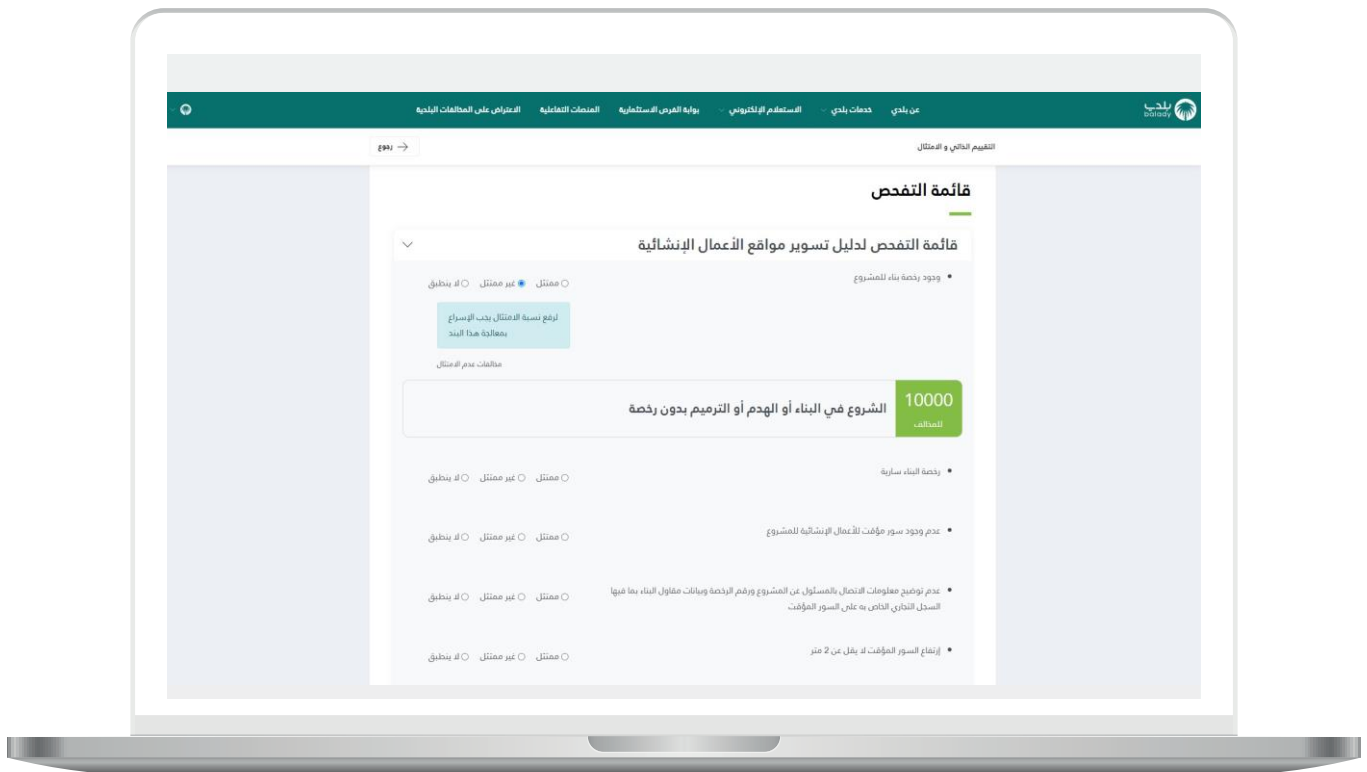
5) Upon selecting any sub-list from the inspection checklist, the corresponding inspection items are displayed, as shown in the example below. The user must select one of the following options for each item: Compliant, Non-compliant, or Not Applicable.



6) If (Non-Compliant) is selected, a prompt appears indicating (To increase compliance, this issue must be addressed promptly).



7) After clicking on the **(Non-compliance Violations)** link, the violation's value and name are displayed.



8) Once the assessment is completed, click **(Assessment Result)**.

The screenshot shows a laptop displaying a web application for self-assessment. The interface is in Arabic. At the top, there is a navigation bar with links: "عن بلدي", "خدمات بلدي", "الاستعلام الإلكتروني", "بوابة العرض الاستثمارية", "الخدمات التفاعلية", and "الاستعلام على المخططات البلدية". Below the navigation bar, there is a header "التقييم الذاتي و الامتثال" and a sub-header "إرسال".

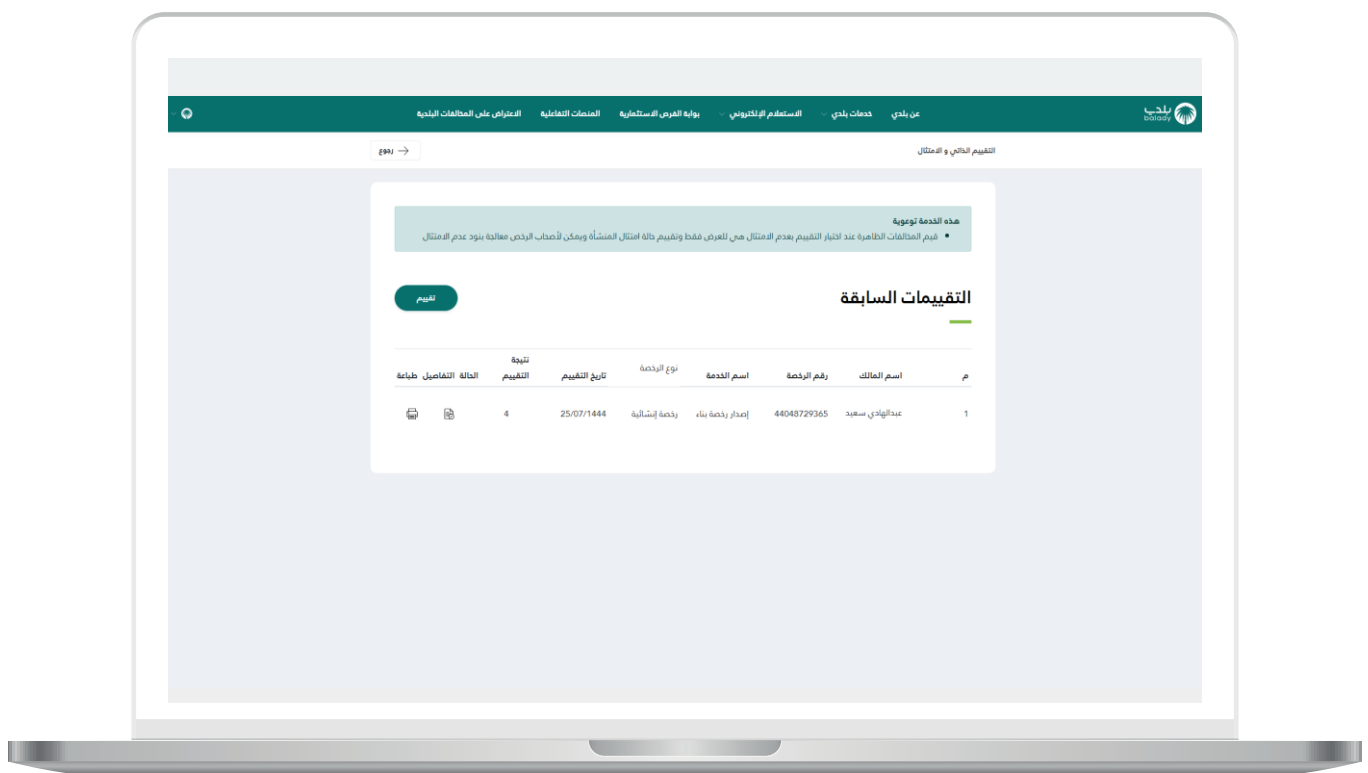
The main content area contains a list of assessment items, each with a radio button for "متنبل" (Yes) and a radio button for "غير متنبل" (No). The items are:

- هل مرفقات الرخصة الفورية مرفوعة وصحيحة؟
- هل الأودة مطابقة لشروطات اللوحات التجارية؟
- هل المحل موجود على الخريطة؟
- هل الاسم في الأودة مطابق للتجديس؟

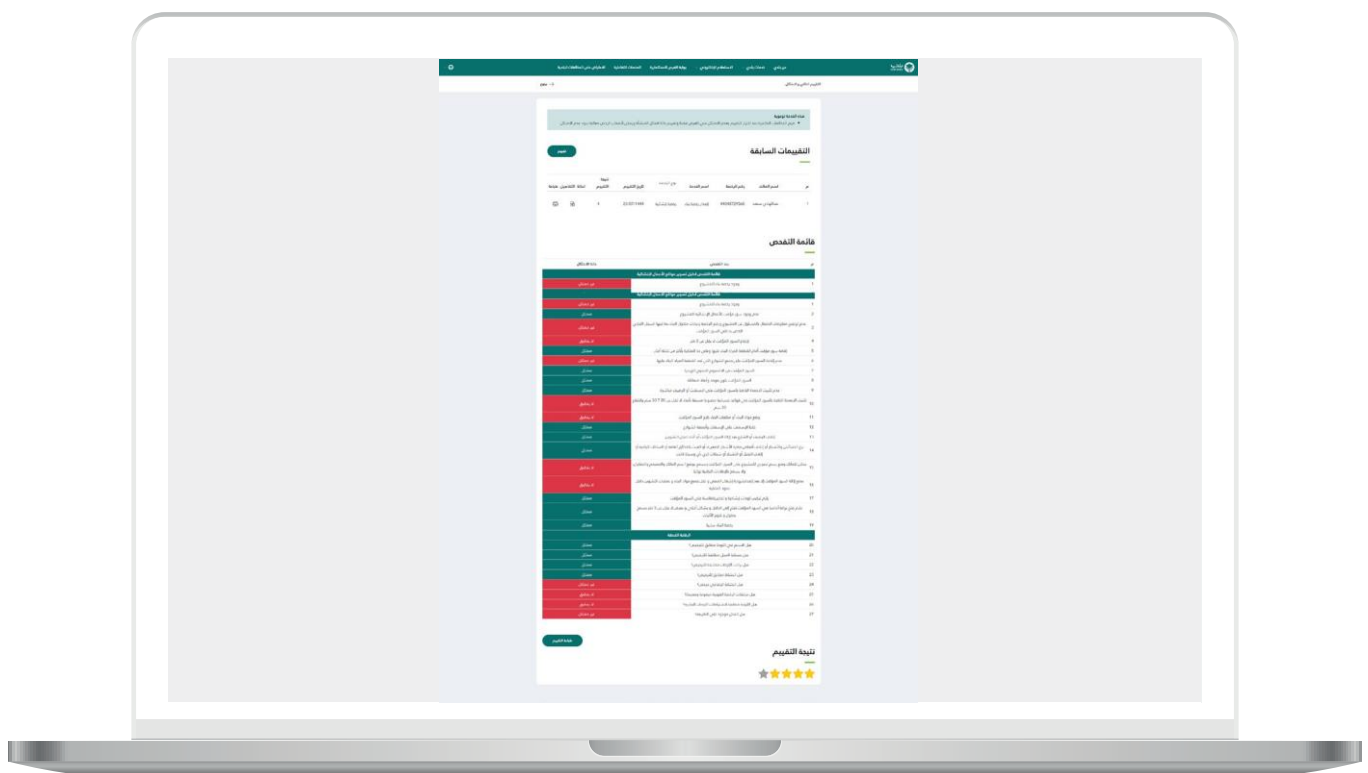
Below the list, there is a text input field with the value "5000" and a label "للمحل (المتنبل)". To the left of the input field, there is a button "ارفع نسبة الامتثال بحد الإسراع بمعالجة هذا البند". Below the input field, there is a button "تجربة التقييم".

9) The evaluation result is then saved and displayed in the evaluation table, as shown below.

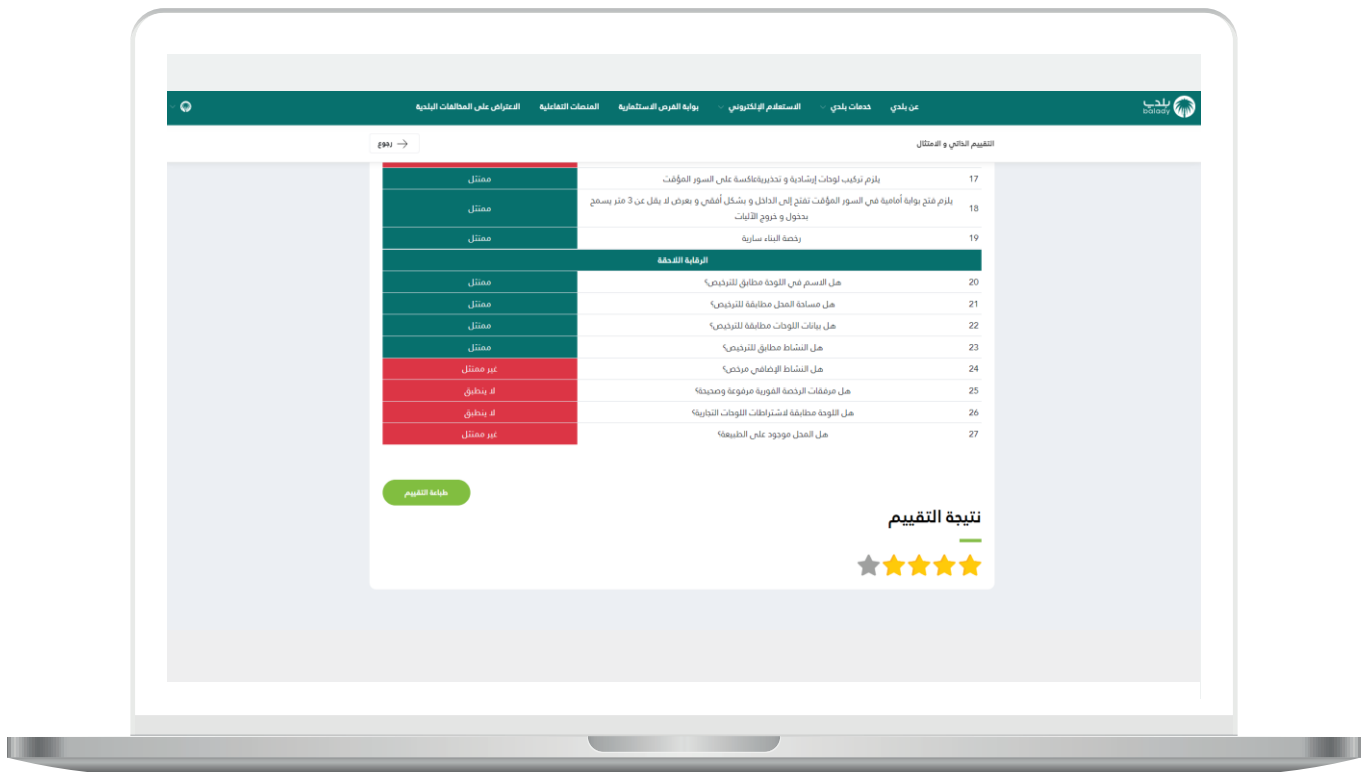
The user can view the evaluation details by clicking the paper icon in the **(Details)** column. Additionally, the evaluation result can be printed by clicking the printer icon in the **(Print)** column.



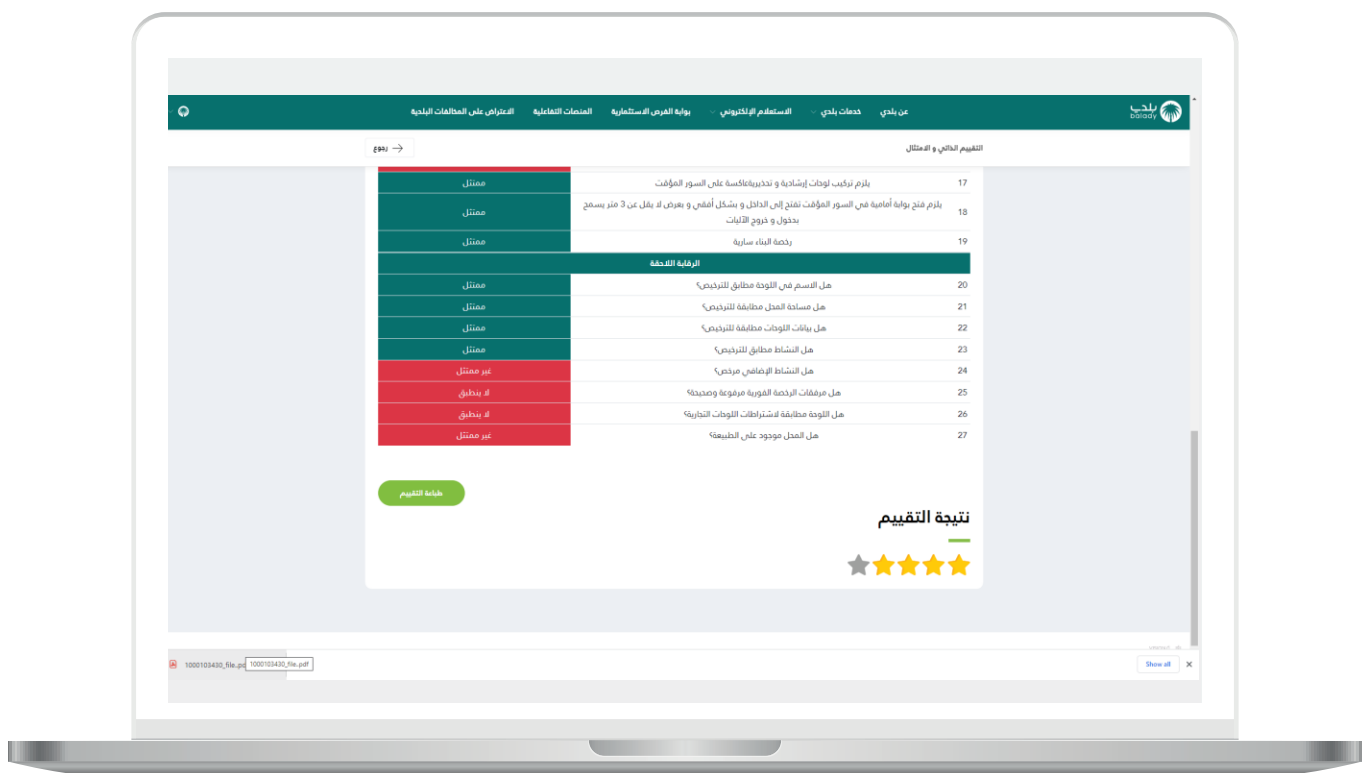
10) Clicking the paper icon in the **(Details)** column displays the evaluation details, as shown below.



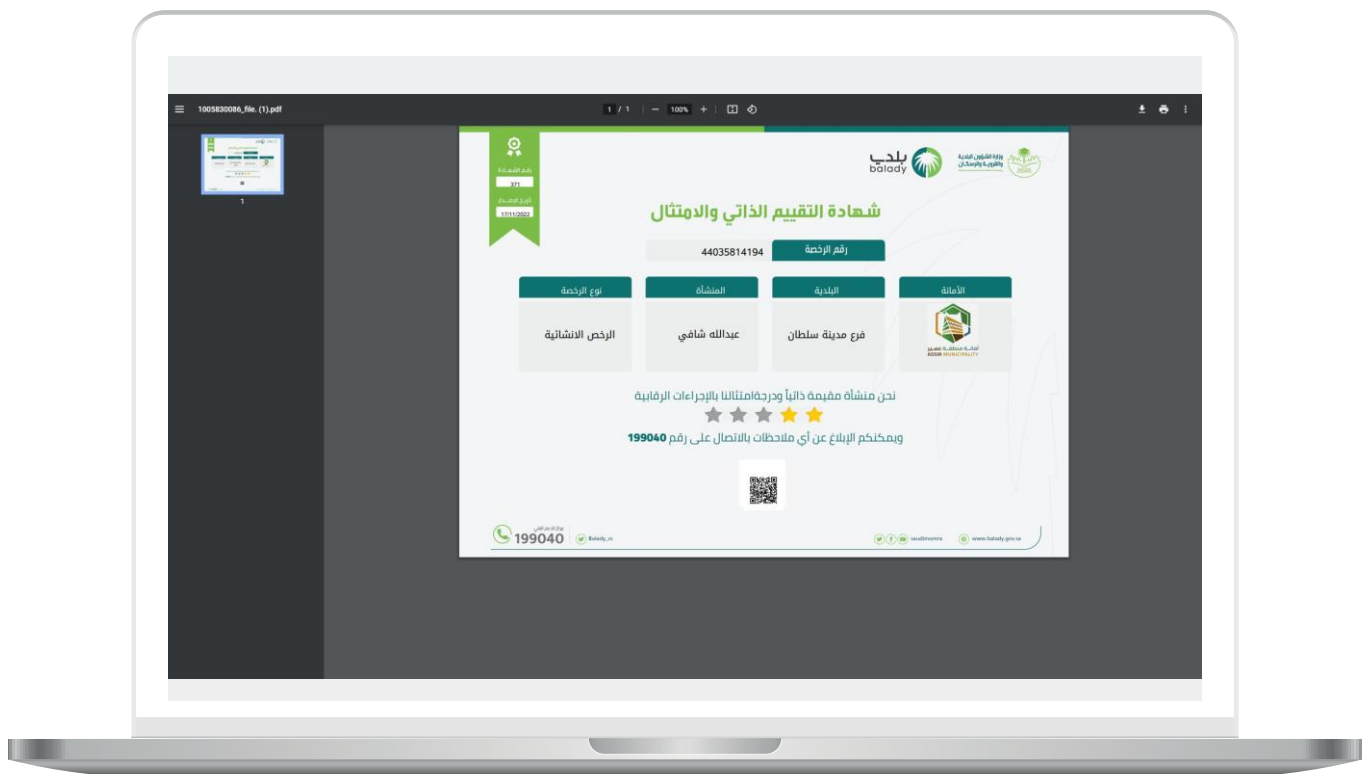
11) The evaluation can be printed by clicking the **(Print Evaluation)** button.



12) After clicking the **(Print Evaluation)** button, the evaluation result is downloaded to the user's device as a PDF file.

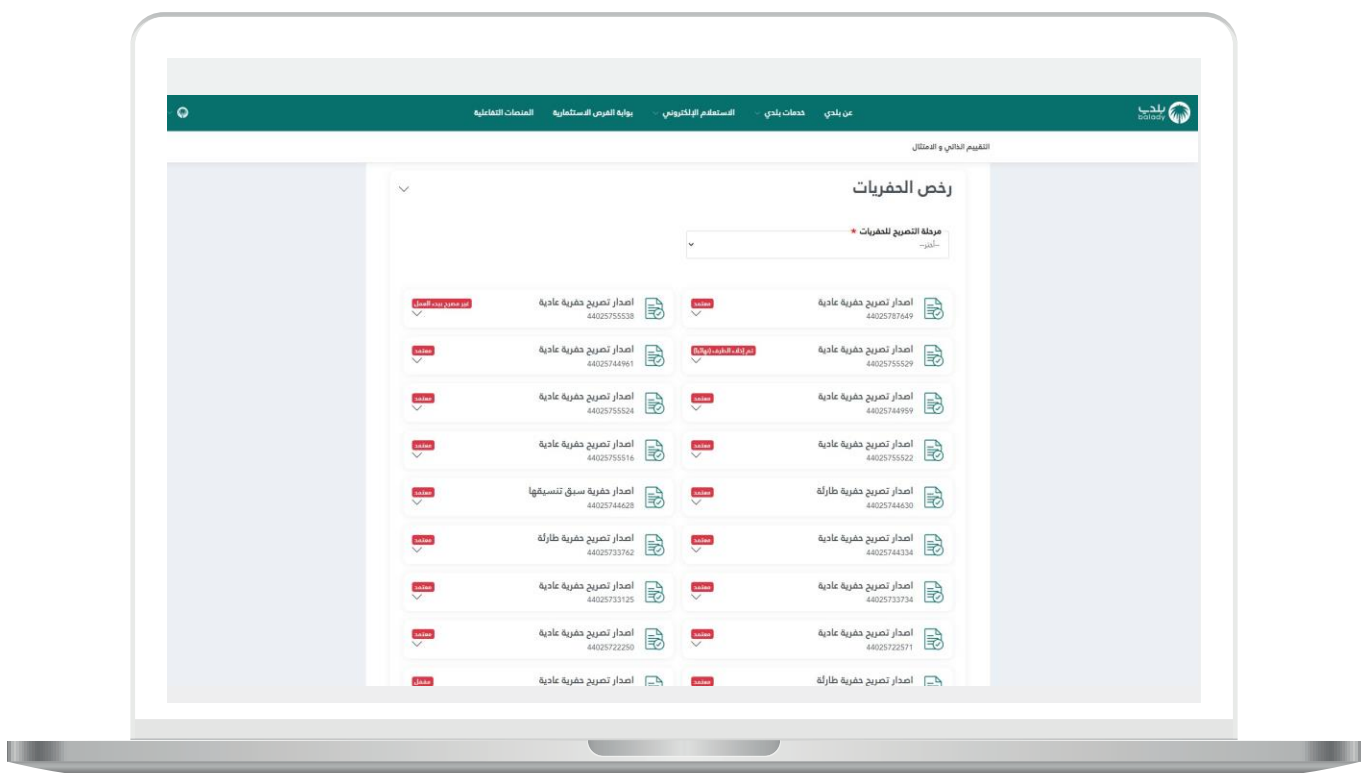


13) Clicking on the PDF file opens the (Self-Evaluation and Compliance Certificate) form, as shown below.

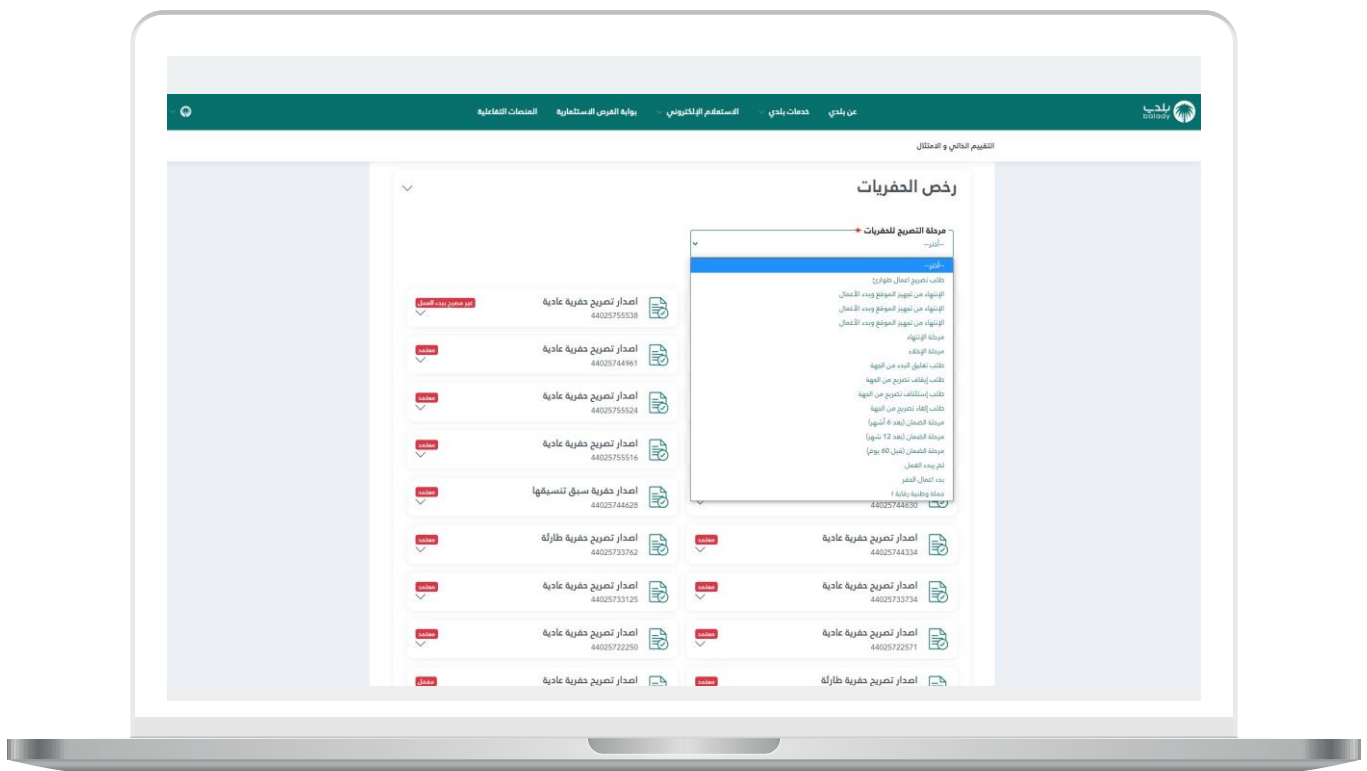


Excavation Permits

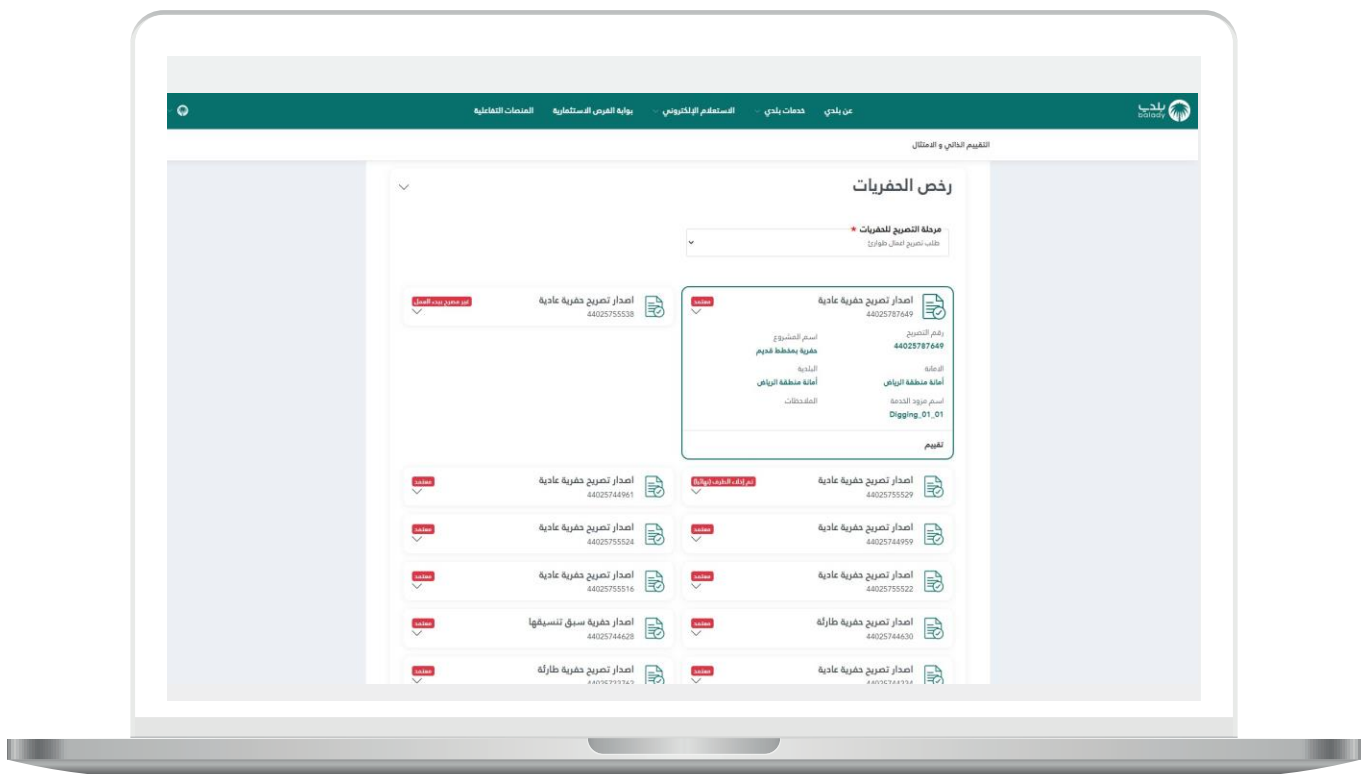
1) After selecting this menu, all excavation permits registered under the user's commercial register number are displayed, as shown below. A dropdown list also appears, containing all stages of the excavation permit.



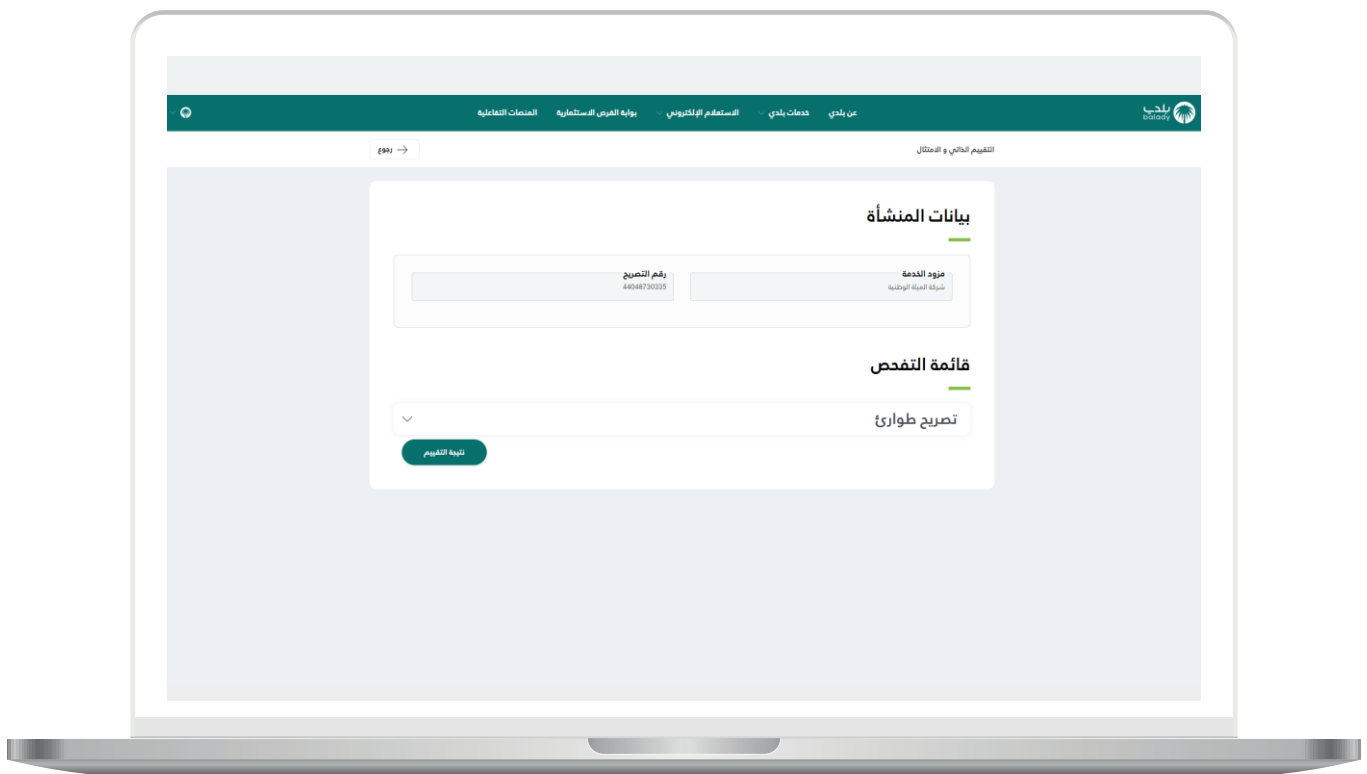
2) The user selects a value from the dropdown list, (**Excavation Permit Stage**) as shown below.



3) The user then selects the permit to be evaluated, and the system displays its details, allowing the user to click the **(Evaluate)** button.

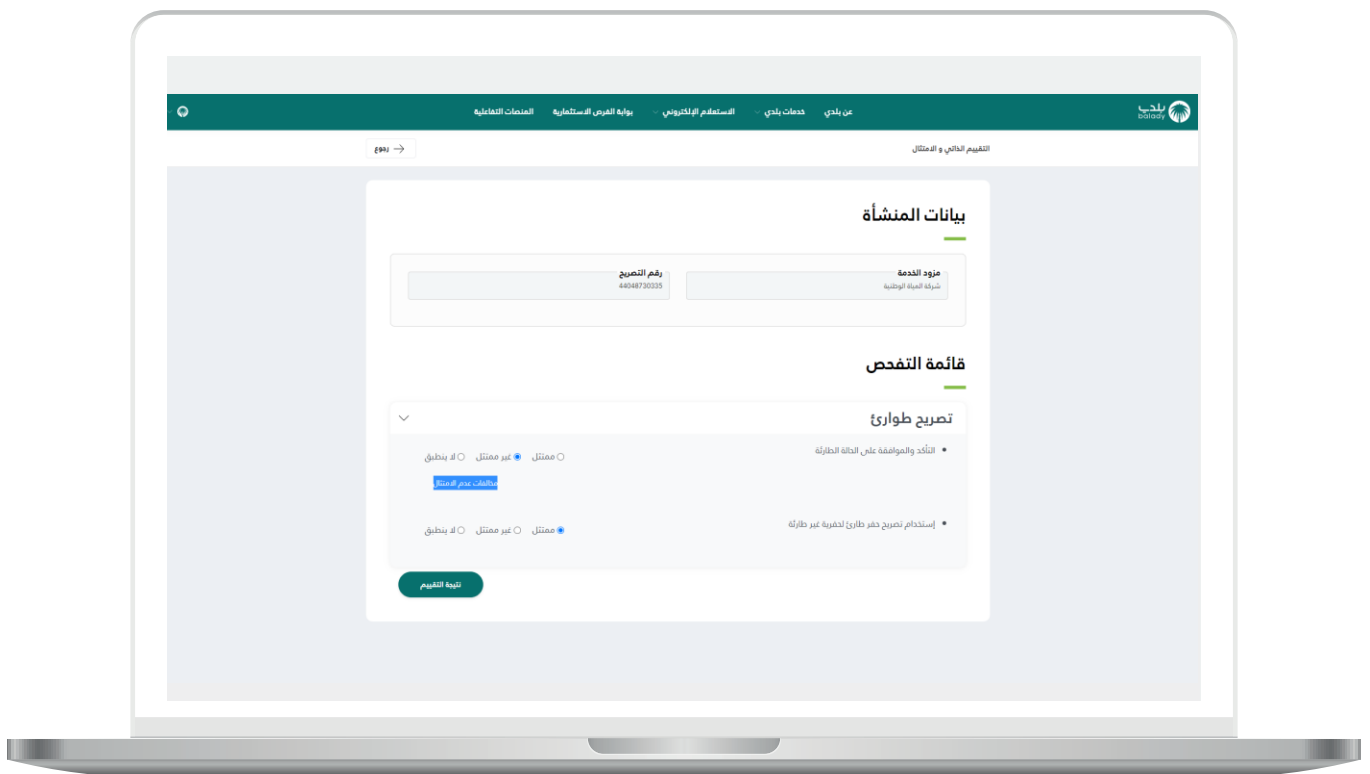


4) The next screen presents (Establishment Information) and an (Inspection Checklist).



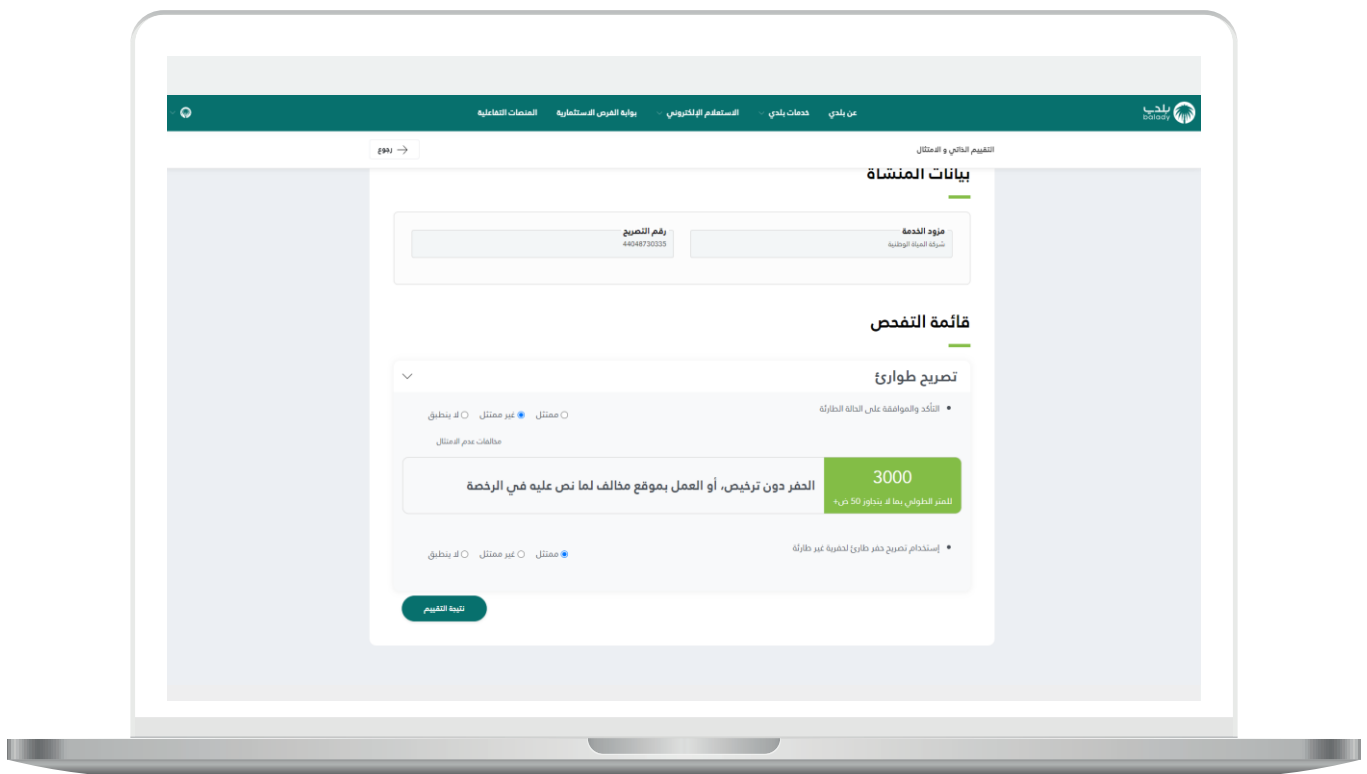
5) Upon selecting any sub-list from the inspection checklist, the corresponding inspection items are displayed, as shown in the example below. The user must select one of the following options for each item: Compliant, Non-compliant, or Not Applicable.

If **(Non-compliant)** is selected, the message **(Non-compliance Violations)** appears.



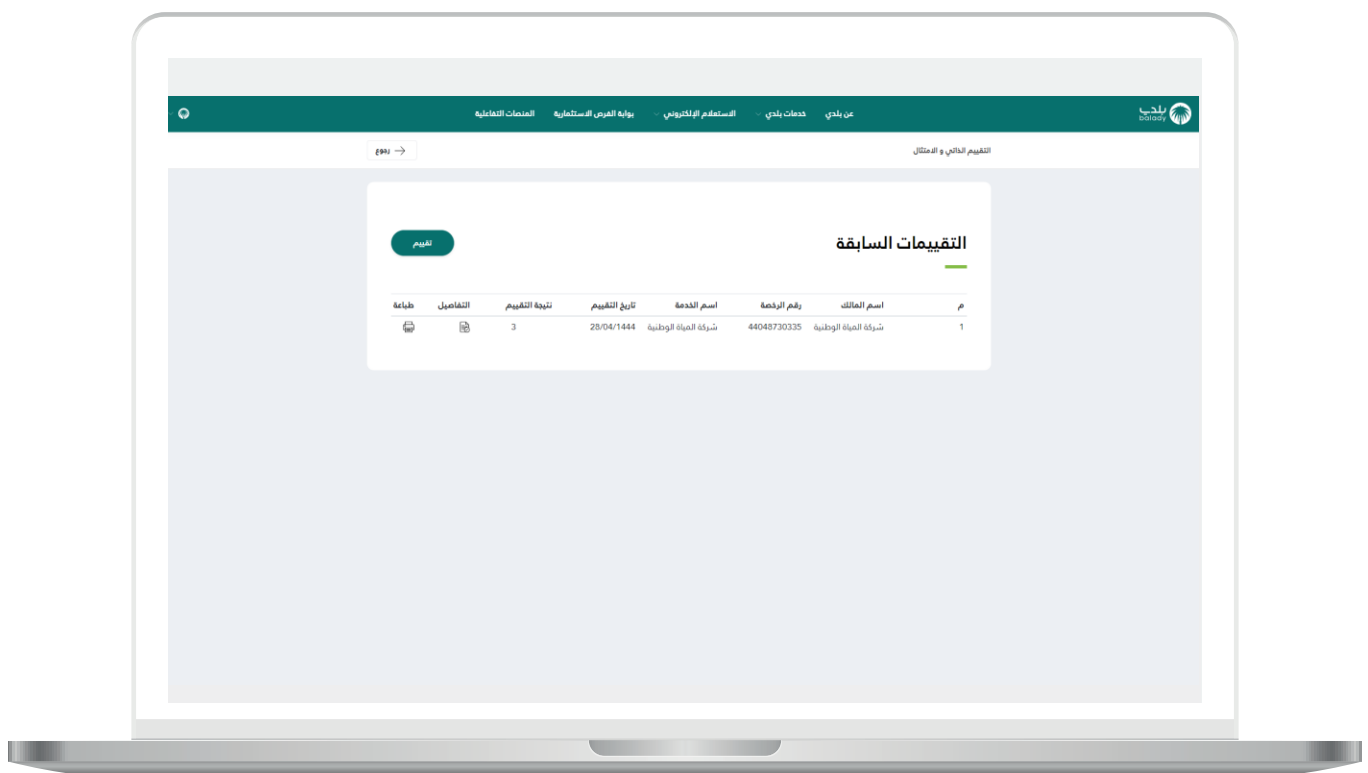
6) After clicking on the **(Non-compliance Violations)** link, the violation's value and name are displayed.

Once the evaluation is complete, the user clicks the **(Evaluation Result)** button.

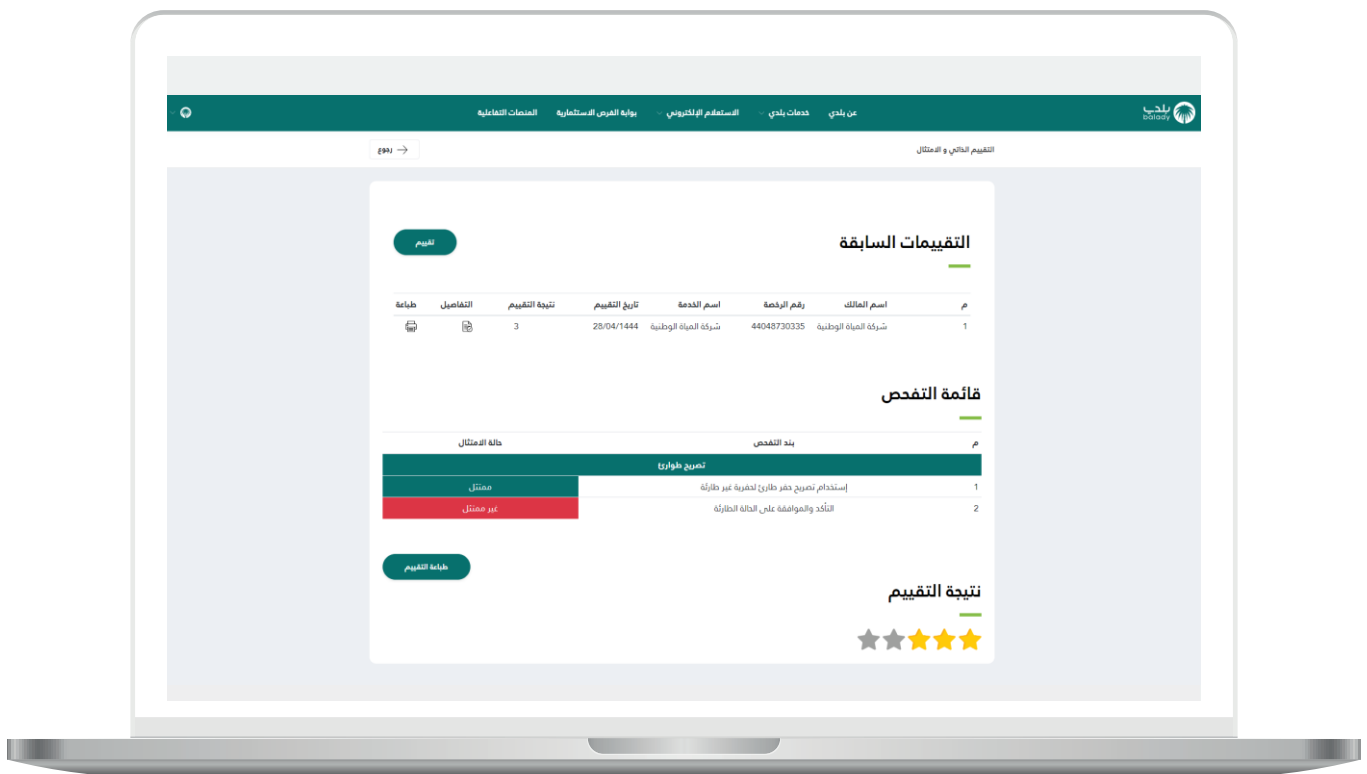


7) The evaluation result is then saved and displayed in the evaluation table, as shown below.

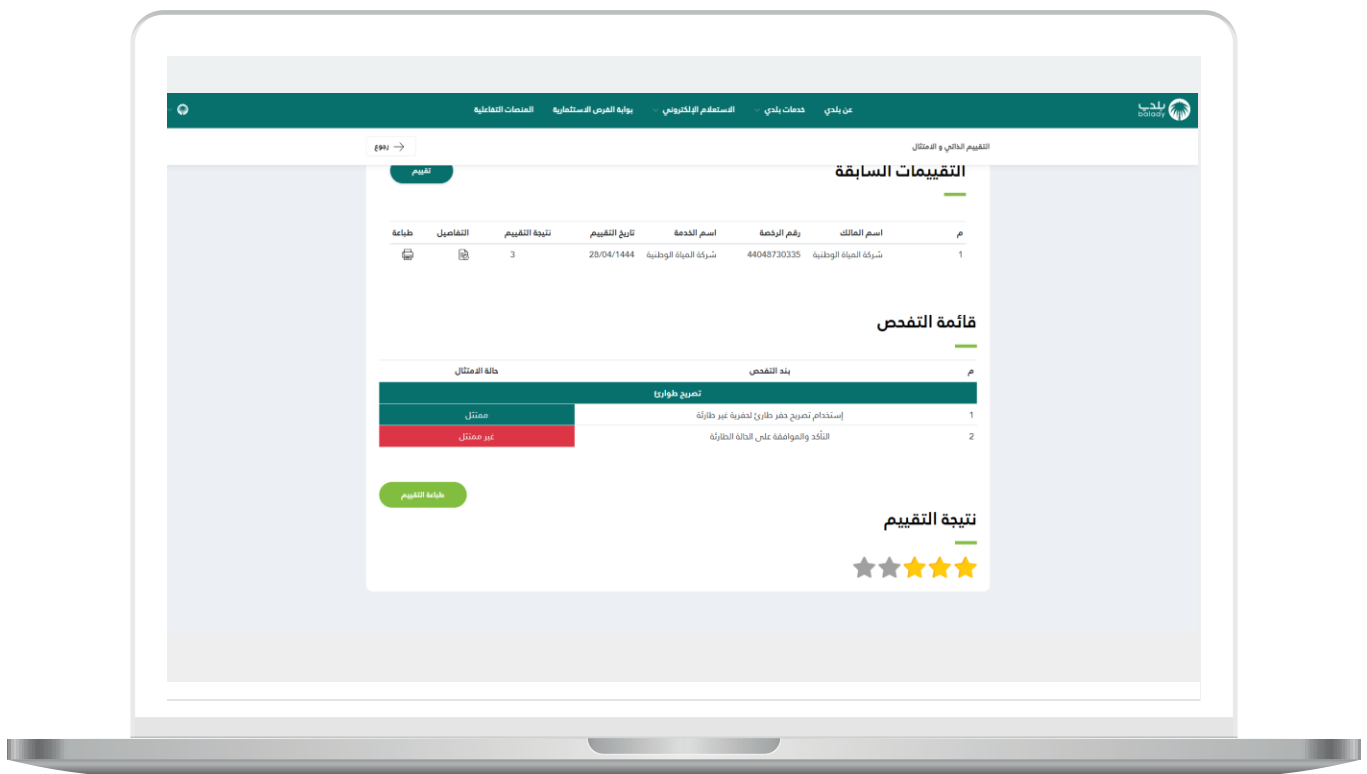
The user can view the evaluation details by clicking the paper icon in the **(Details)** column. Additionally, the evaluation result can be printed by clicking the printer icon in the **(Print)** column.



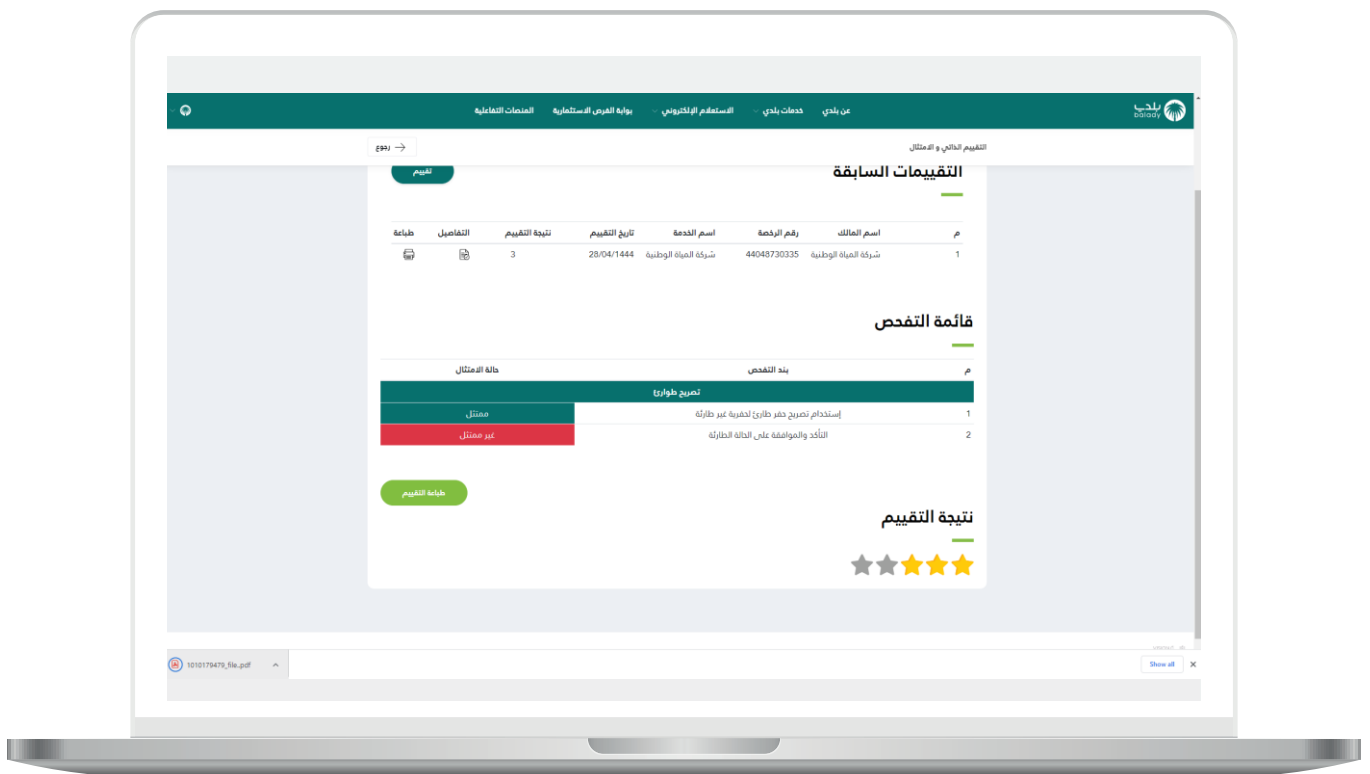
8) Clicking the paper icon in the **(Details)** column displays the evaluation details, as shown below.



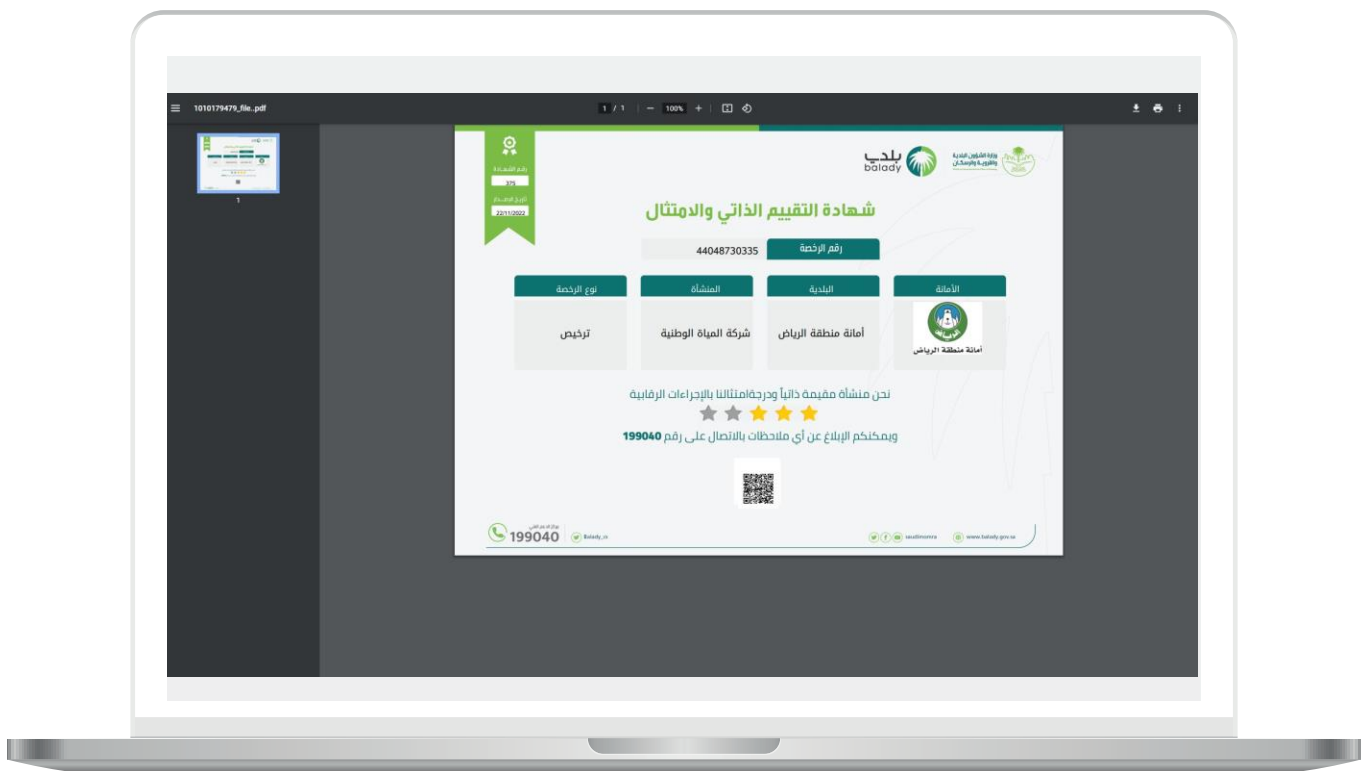
9) The evaluation can be printed by clicking the **(Print Evaluation)** button.



10) After clicking the **(Print Evaluation)** button, the evaluation result is downloaded to the user's device as a PDF file.



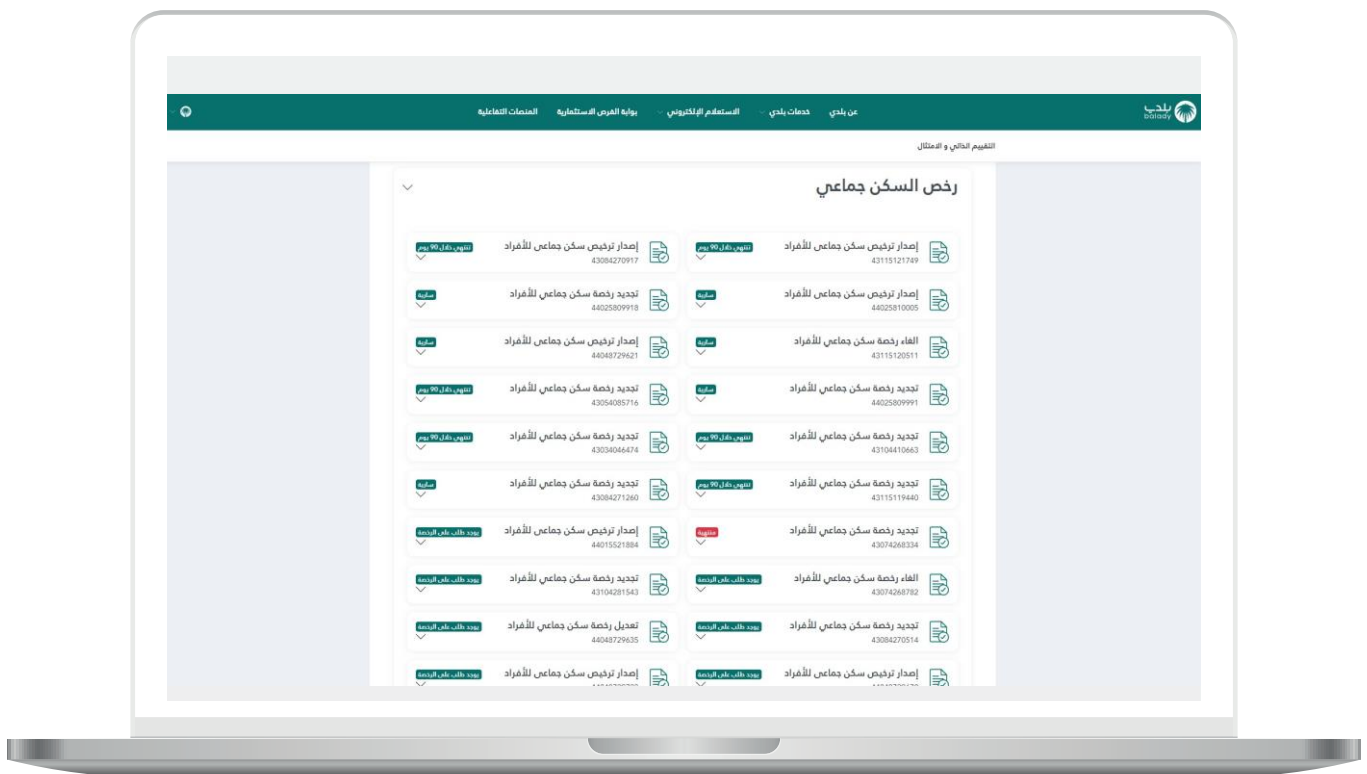
11) Clicking on the PDF file opens the (Self-Evaluation and Compliance Certificate) form, as shown below.



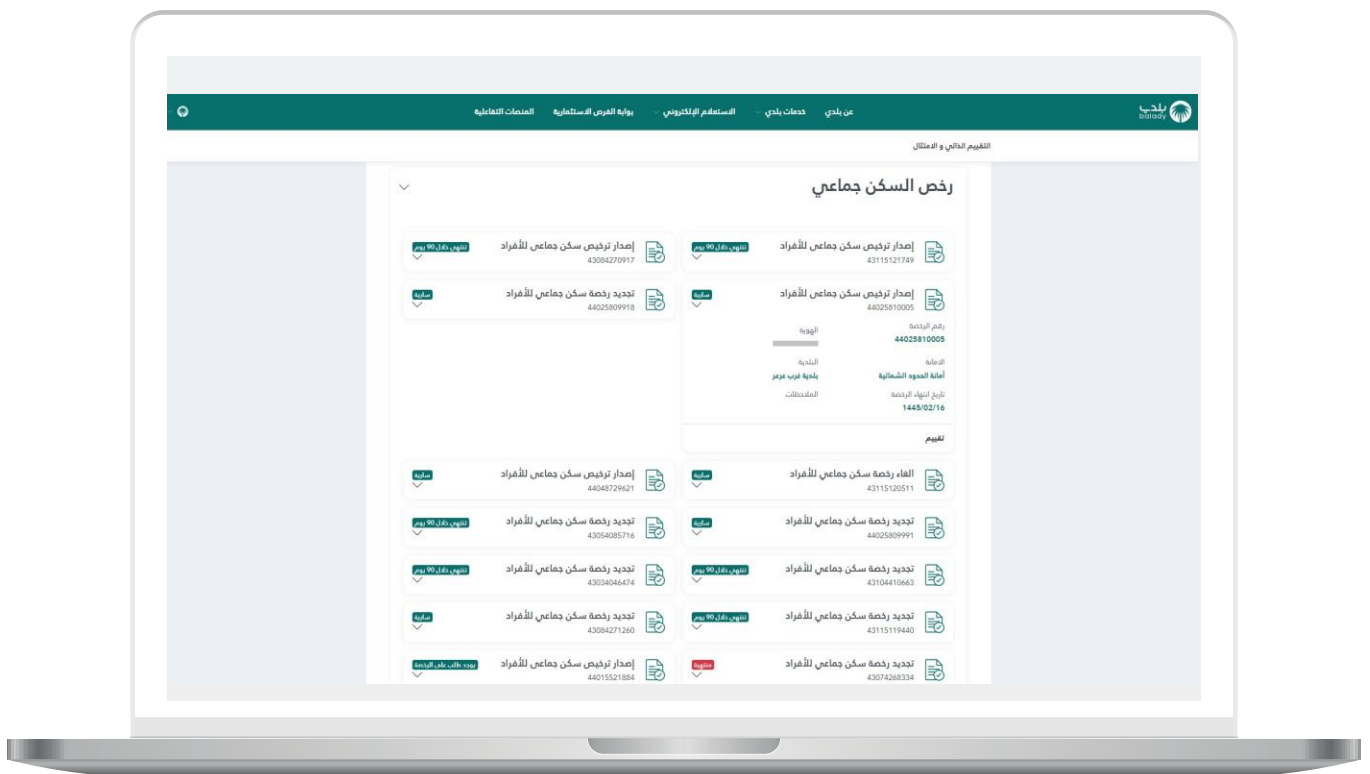
Collective Housing Permits

1) After selecting this menu, all collective housing permits registered under the user's commercial register number are displayed, as shown below.

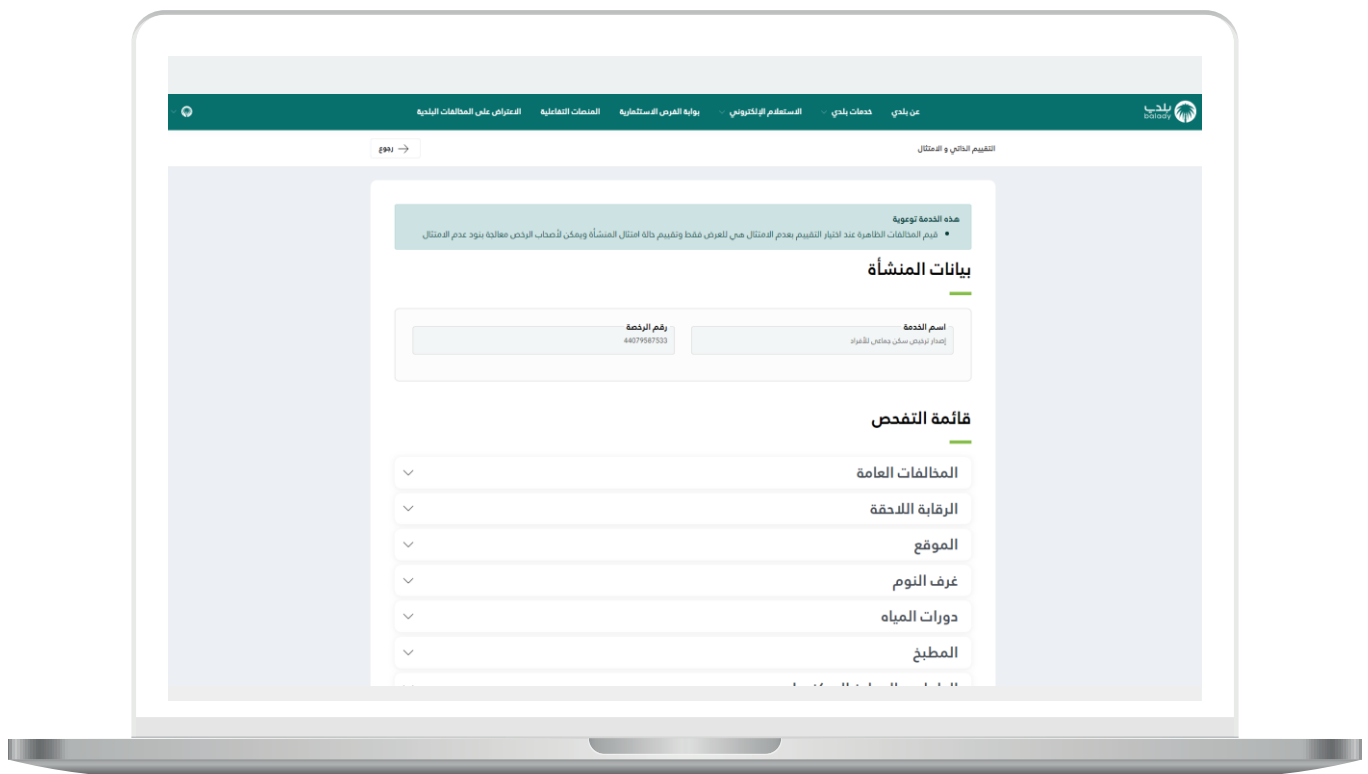
The user selects a permit to evaluate.



2) Permit details are displayed, and the user clicks (**Evaluate**).

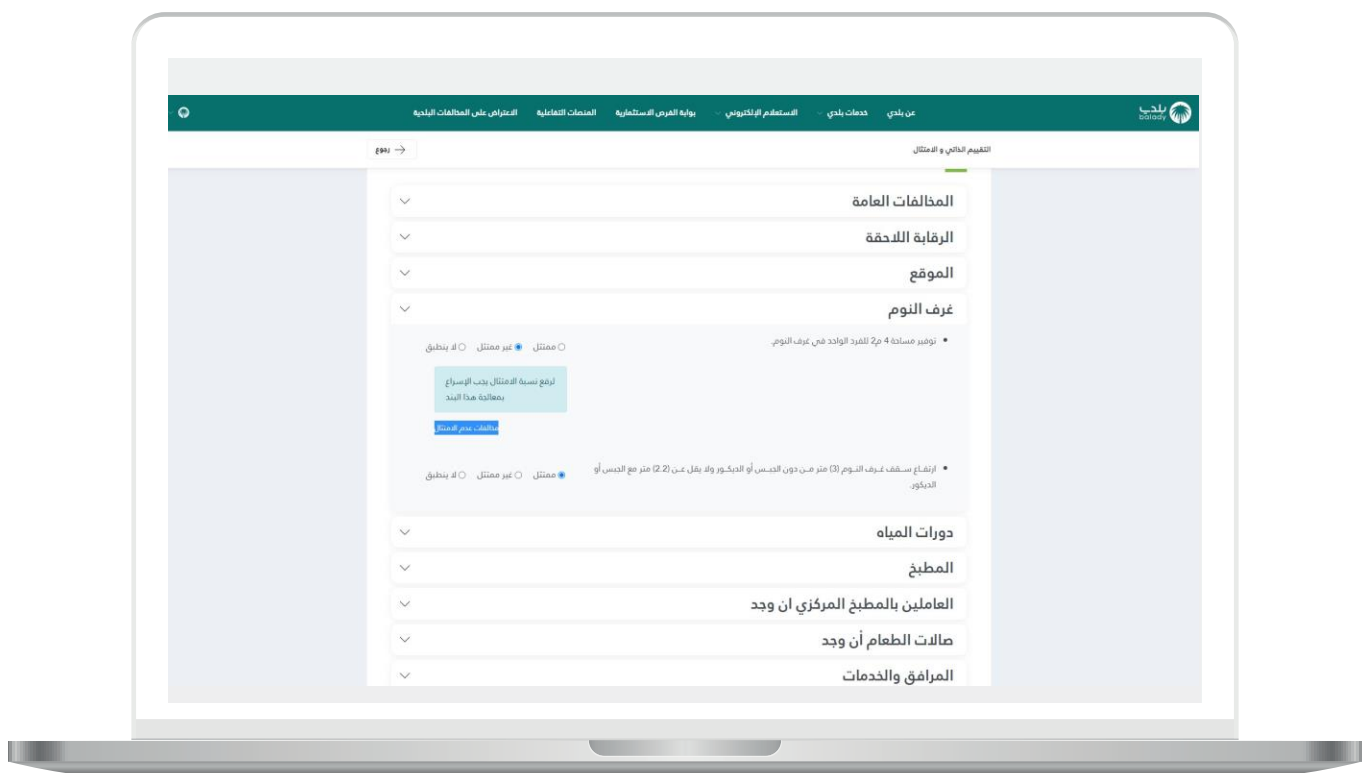


3) The next screen presents (Establishment Information) and an (Inspection Checklist).



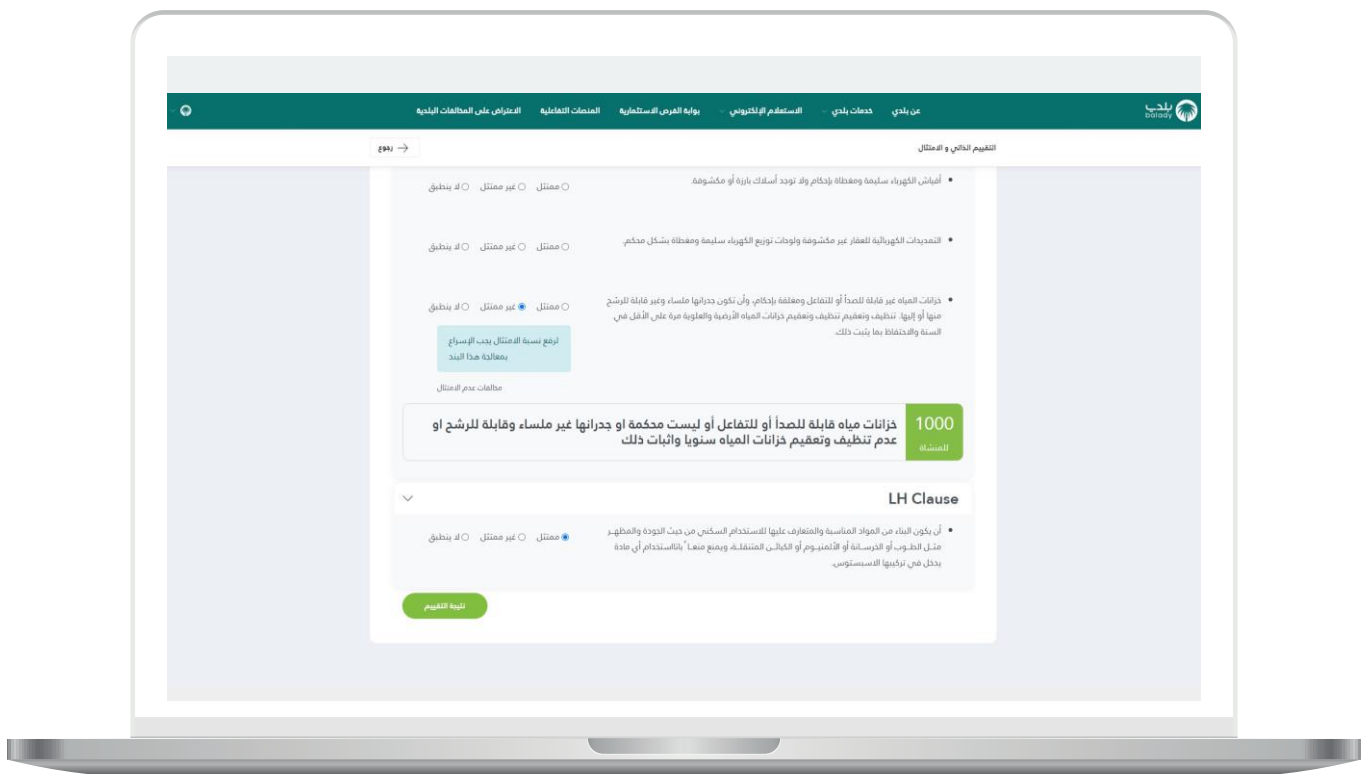
4) Upon selecting an inspection list, the corresponding inspection items are displayed, as shown in the example below. The user must select one of the following options for each item: Compliant, Non-compliant, or Not Applicable.

If **(Non-compliant)** is selected, the message **(Non-compliance Violations)** appears.



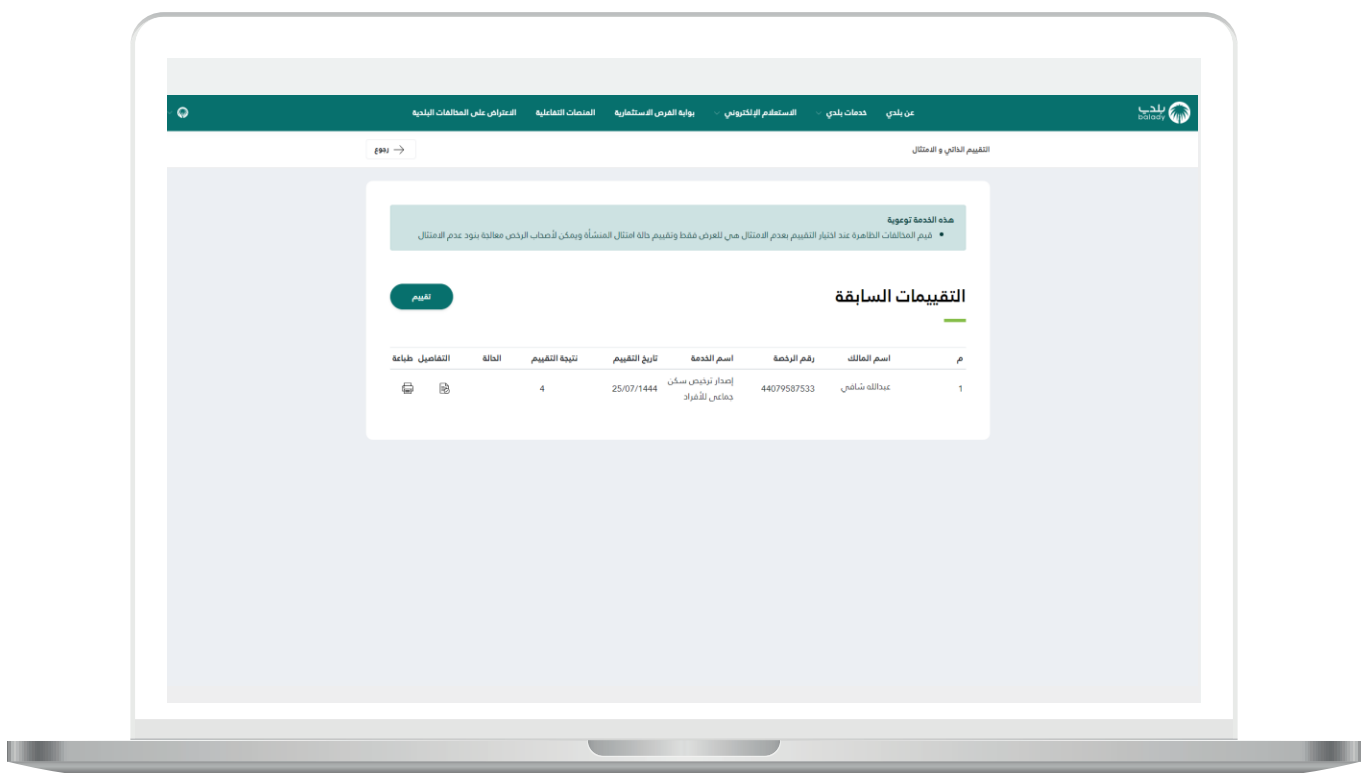
5) After clicking on the **(Non-compliance Violations)** link, the violation's value and name are displayed.

Once the evaluation is complete, the user clicks the **(Evaluation Result)** button.

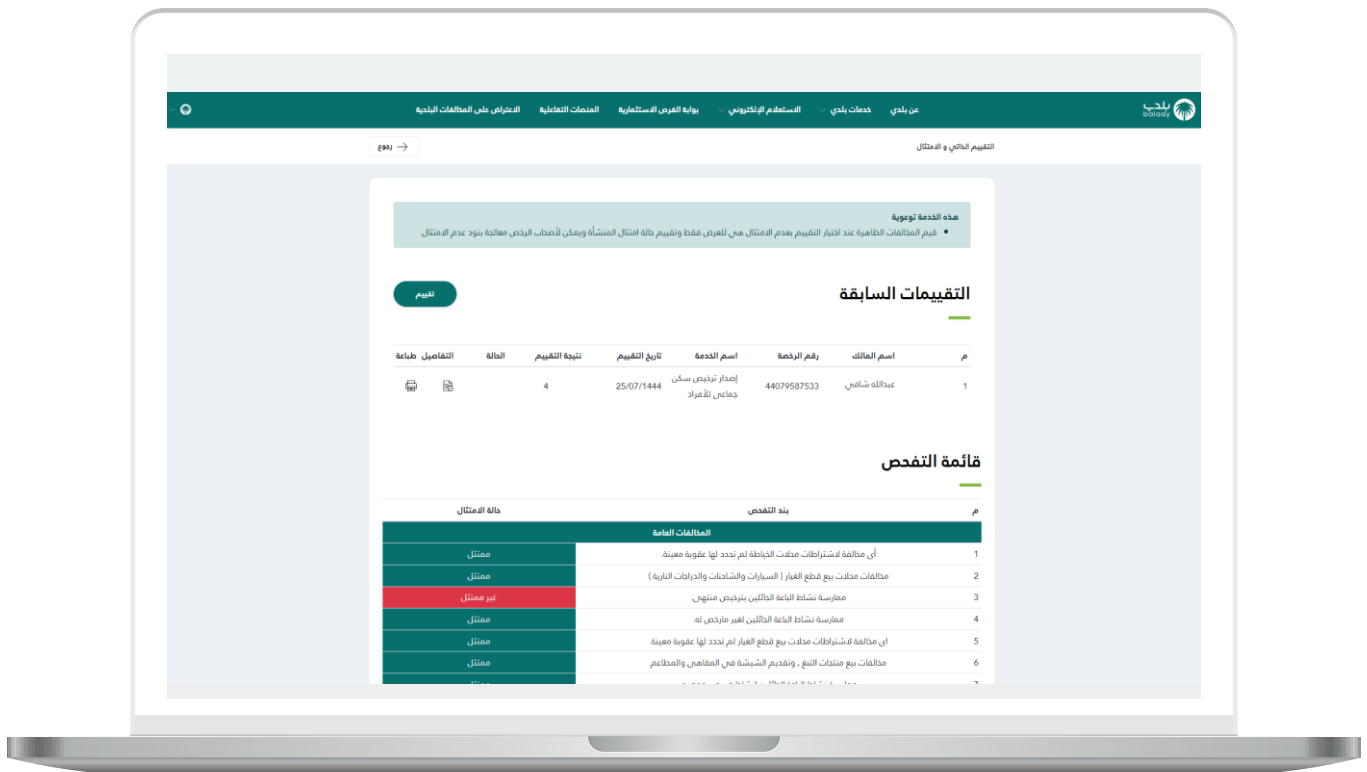


6) The evaluation result is then saved and displayed in the evaluation table, as shown below.

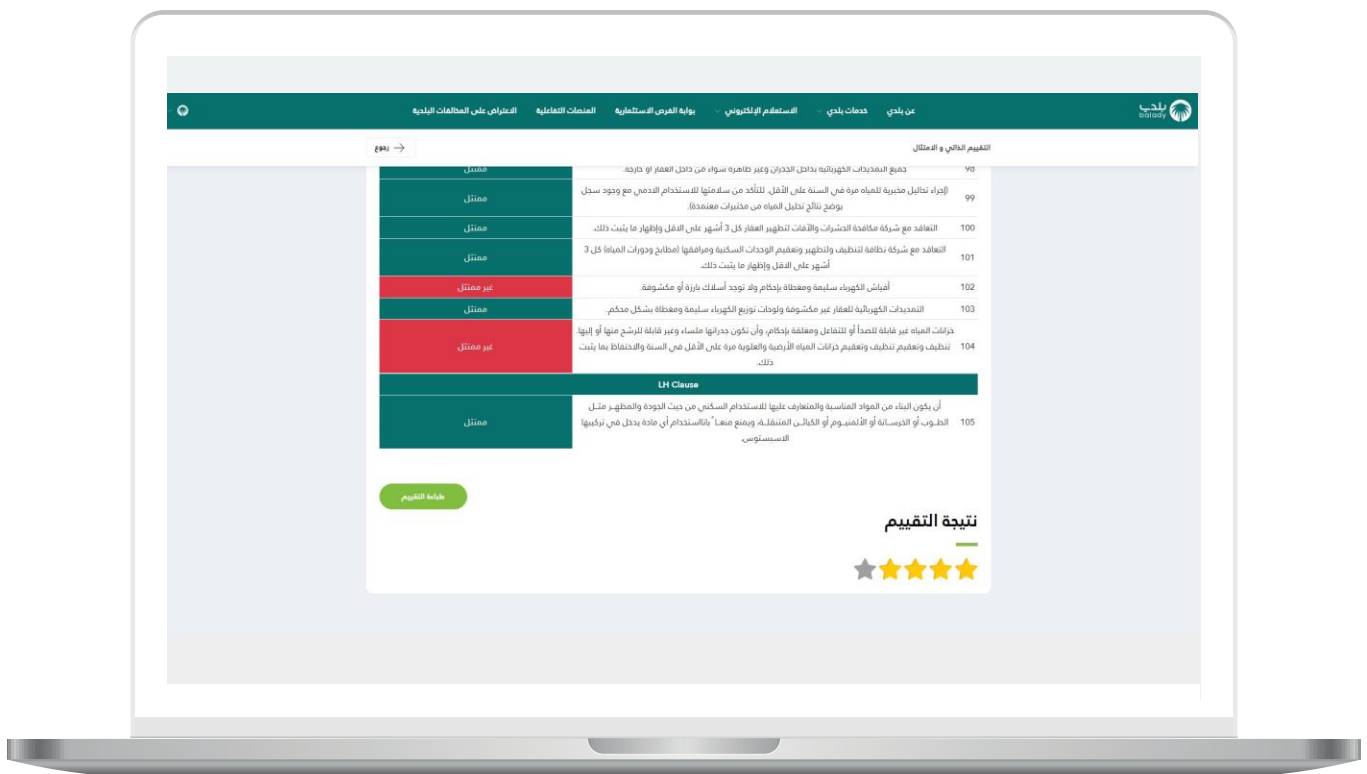
The user can view the evaluation details by clicking the paper icon in the **(Details)** column. Additionally, the evaluation result can be printed by clicking the printer icon in the **(Print)** column.



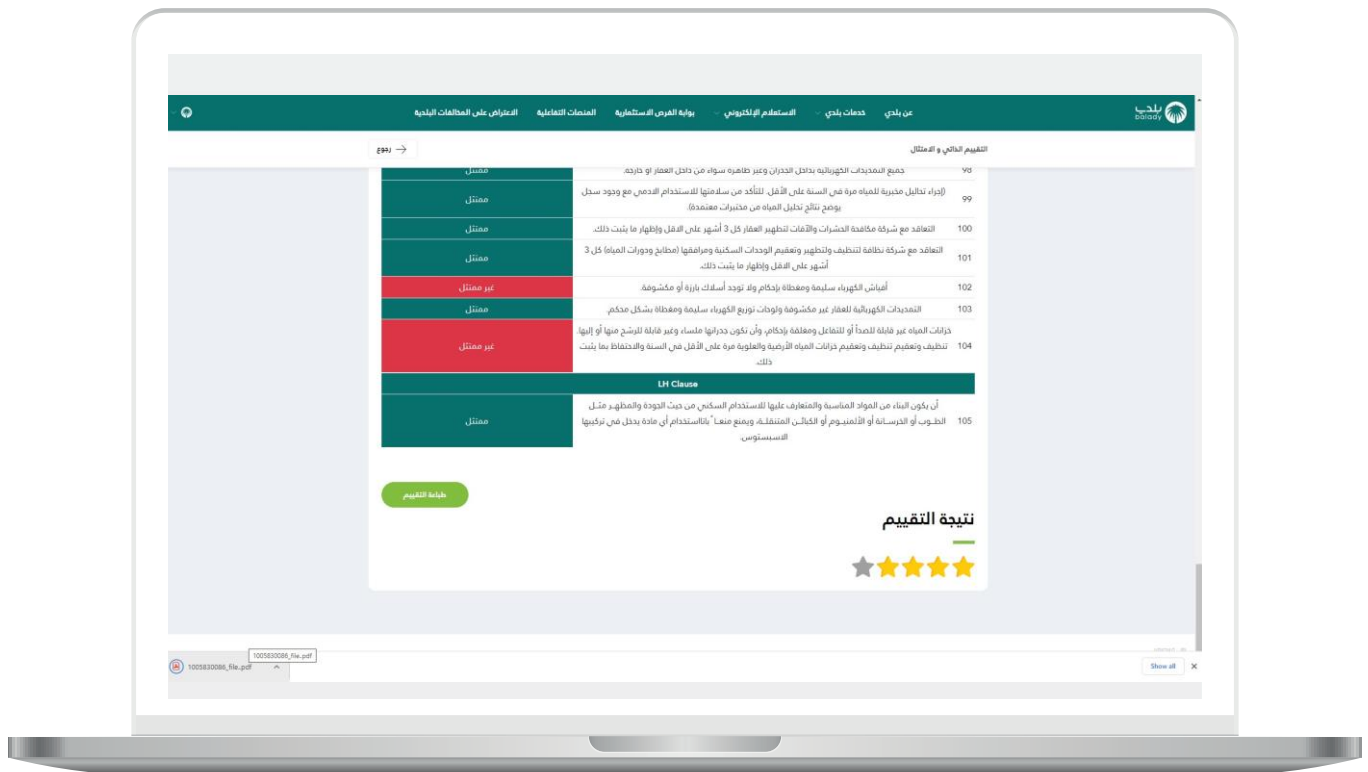
7) Clicking the paper icon in the **(Details)** column displays the evaluation details, as shown below.



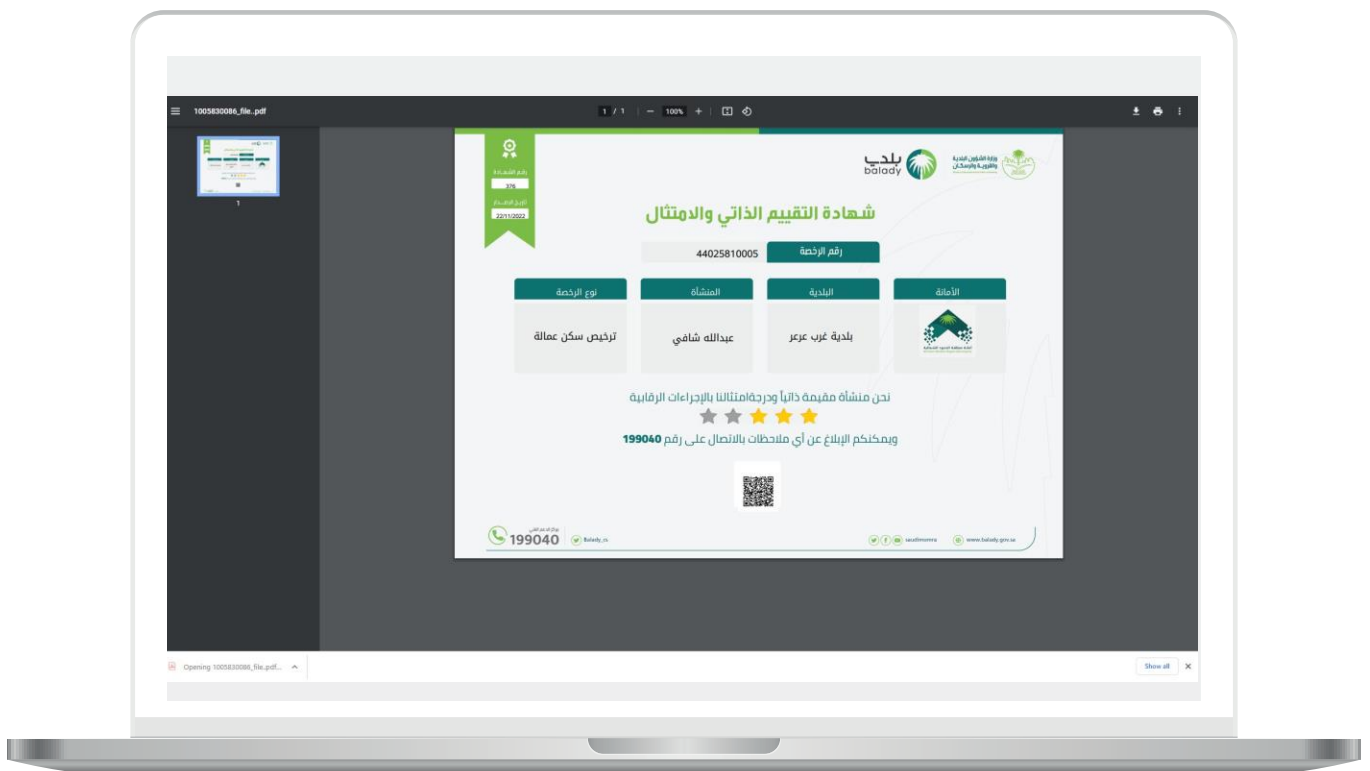
8) The evaluation can be printed by clicking the **(Print Evaluation)** button.



9) After clicking the **(Print Evaluation)** button, the evaluation result is downloaded to the user's device as a PDF file.



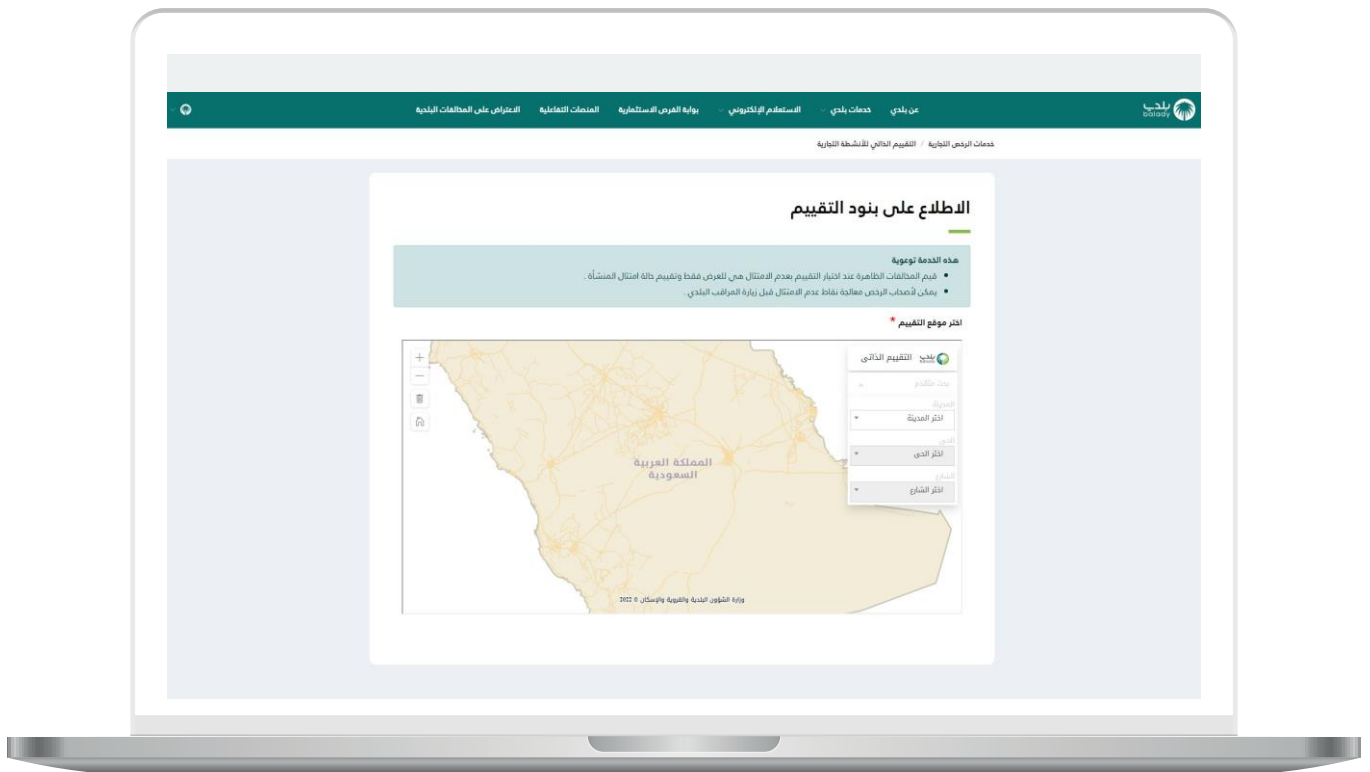
10) Clicking on the PDF file opens the (Self-Evaluation and Compliance Certificate) form, as shown below.



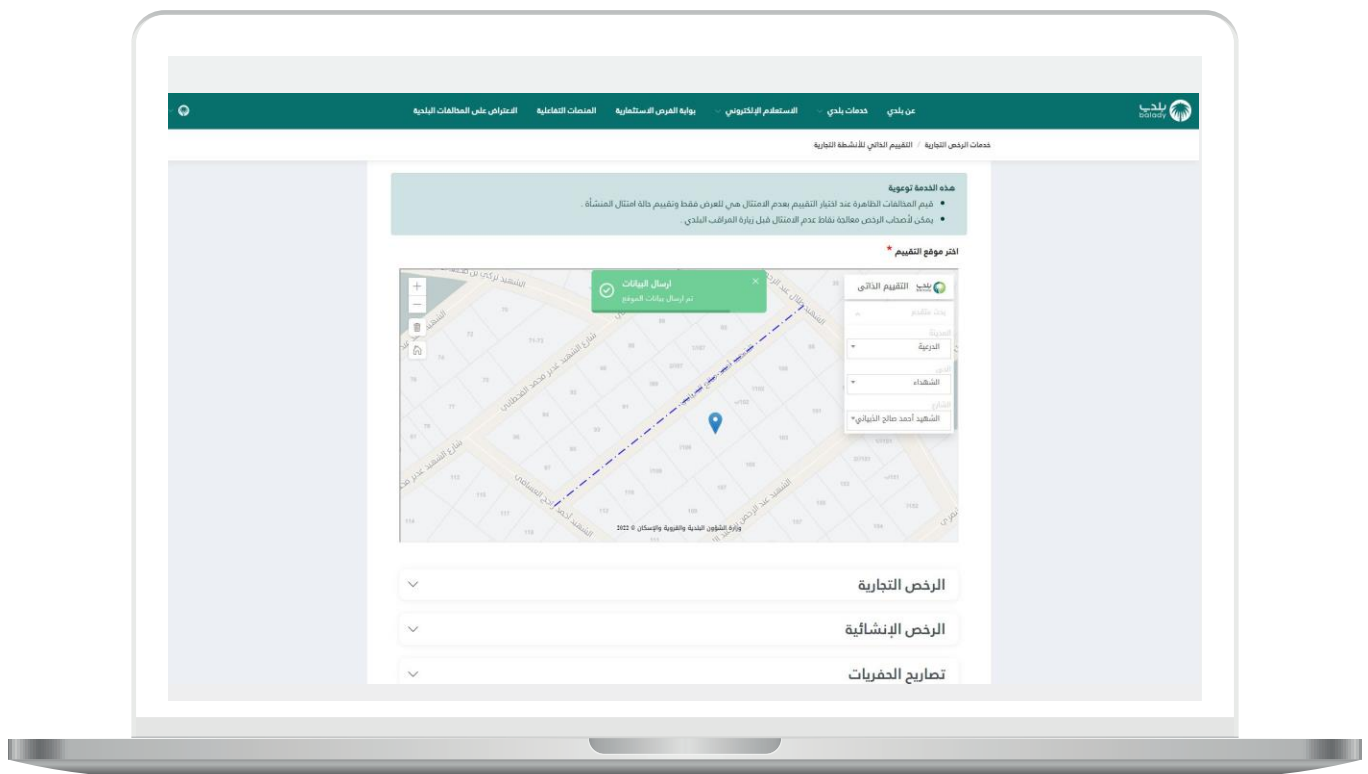
Viewing Evaluation Items

1) After selecting this service, the following screen appears, allowing the user to choose the evaluation location from the dropdown lists (**City, District, Street**) in sequence.

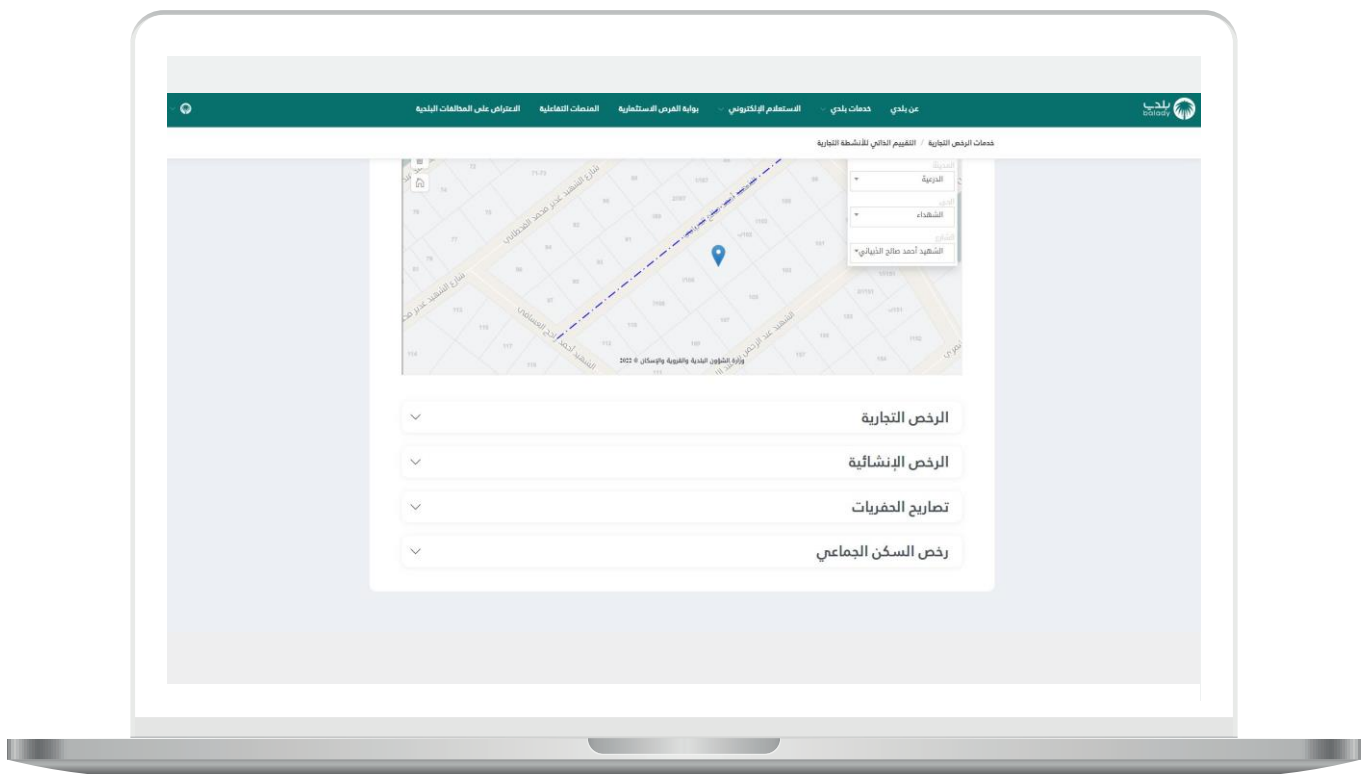
The user then clicks on the map to select the location.



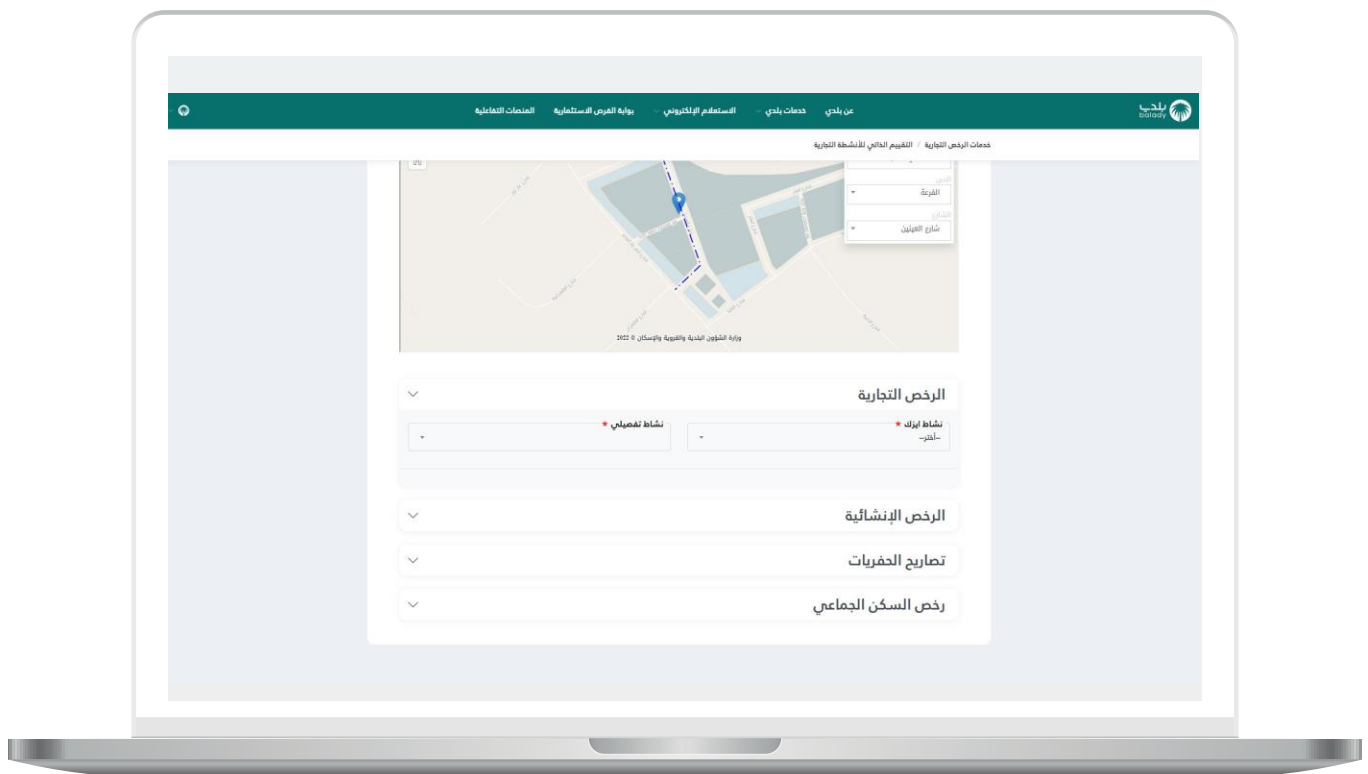
2) The location data is then submitted, and a confirmation message appears.



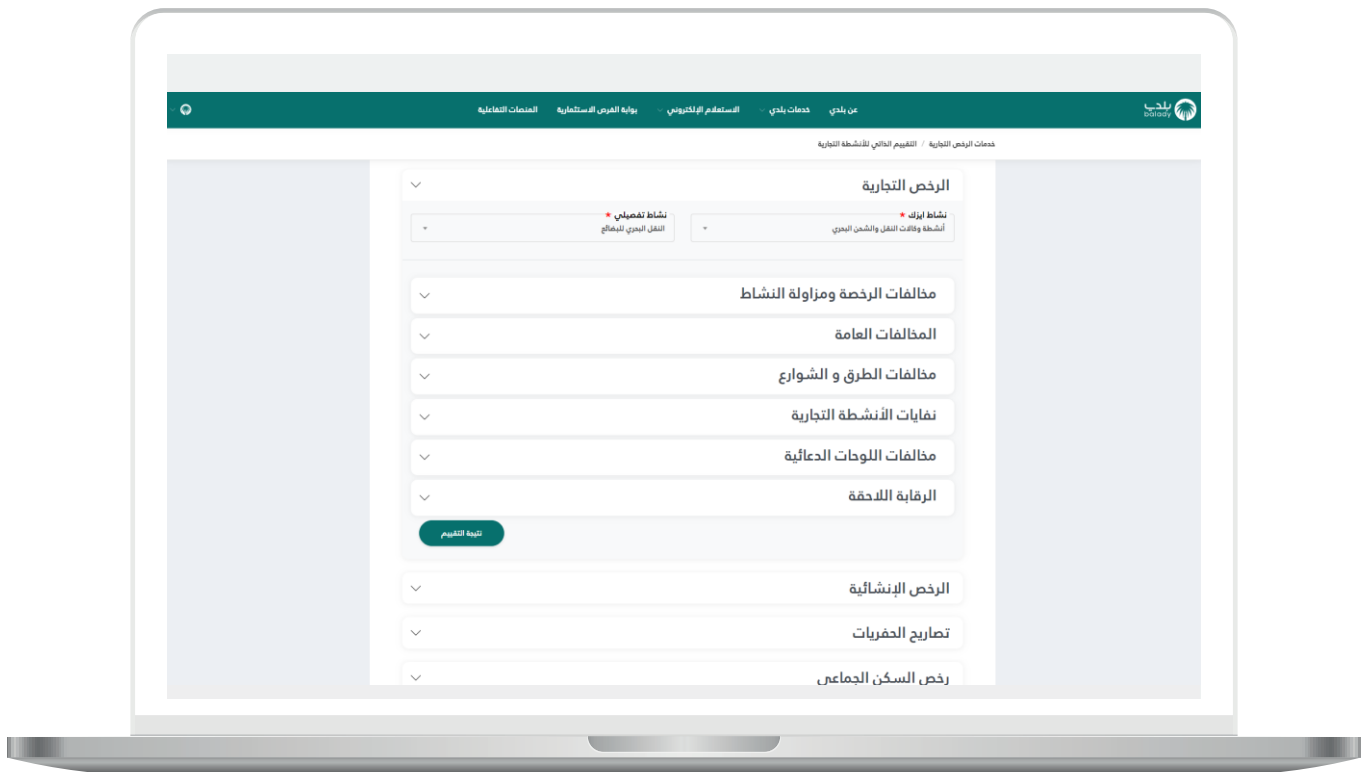
3) The user selects the permit type from the following options: Commercial Licenses, Construction Licenses, Excavation Permits, Collective Housing Permits



4) If **(Commercial Permits)** is selected, additional dropdown lists appear, allowing the user to choose ISIC Activity and Detailed Activity in sequence.

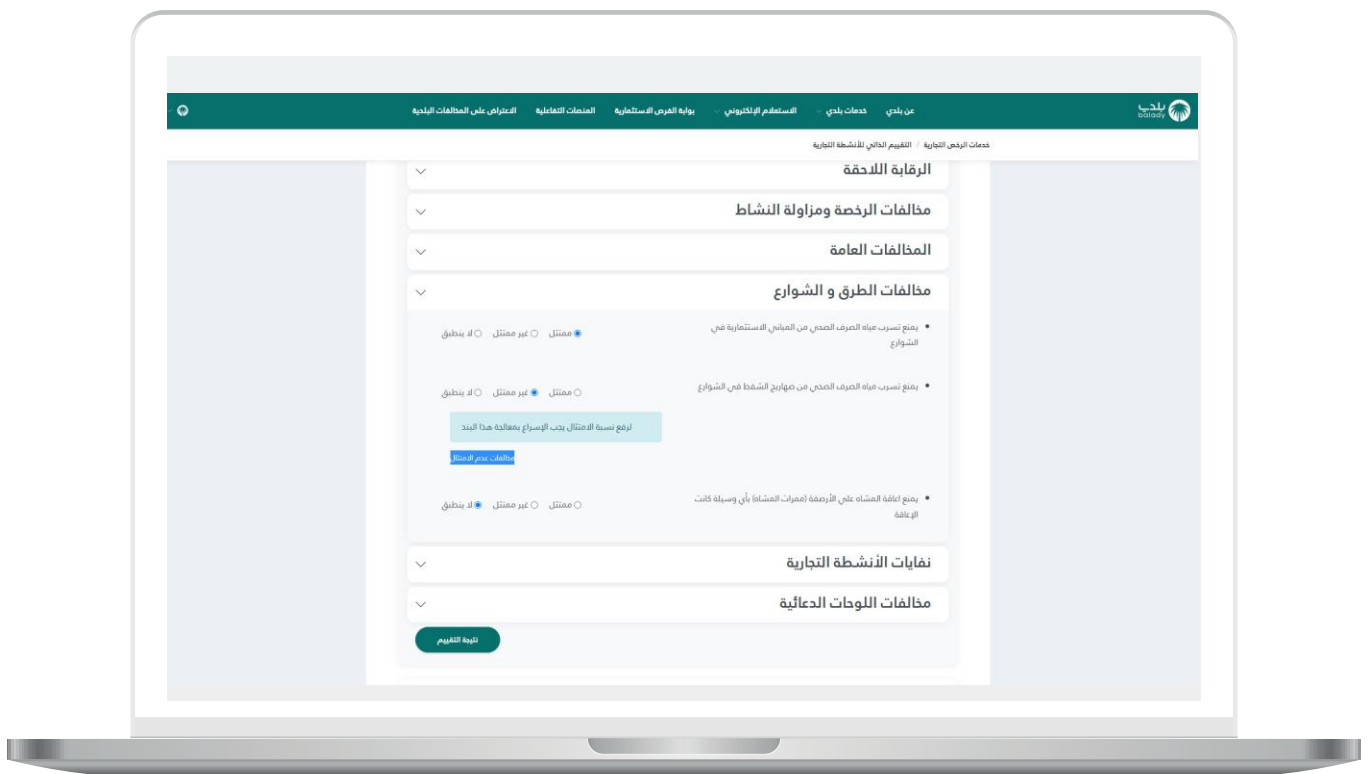


5) The inspection checklist then appears, as shown below.

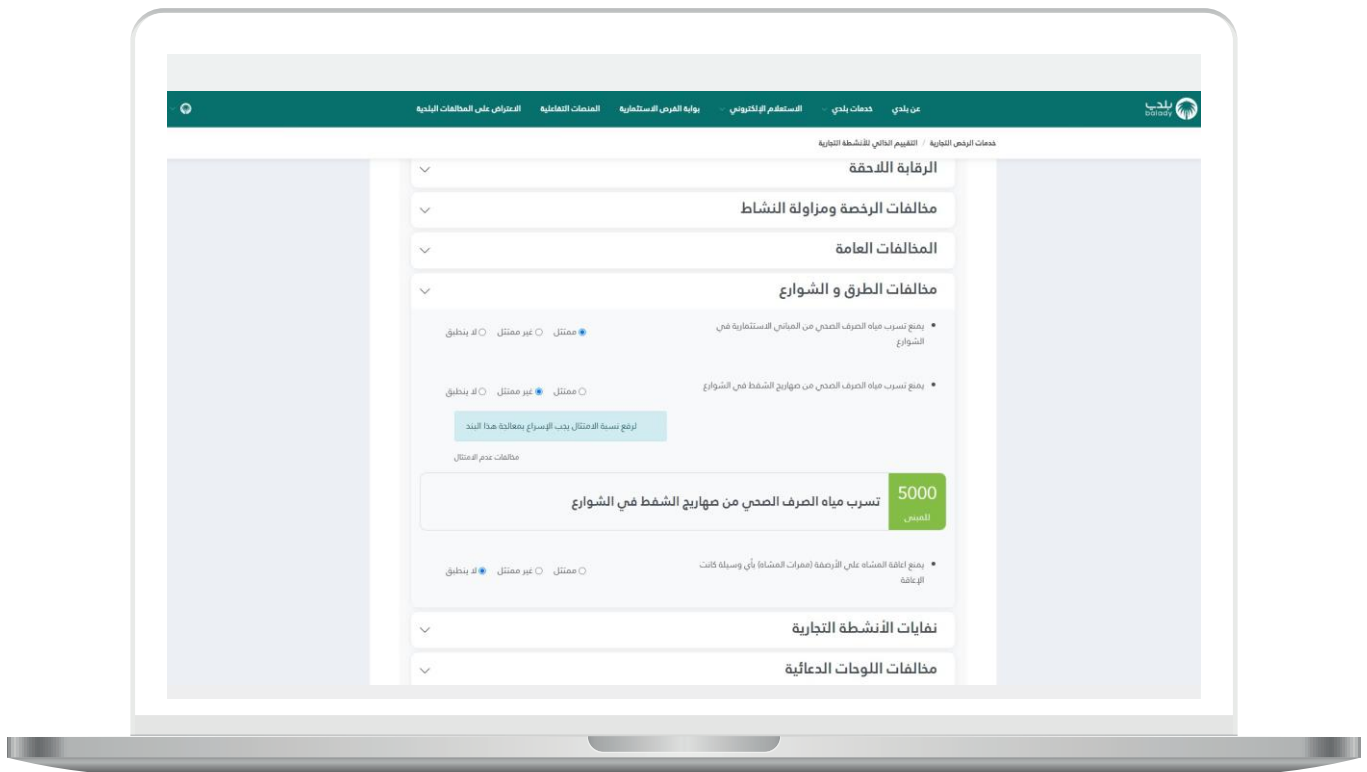


6) Upon selecting any sub-list from the inspection checklist, the corresponding inspection items are displayed, as shown in the example below. The user must select one of the following options for each item: Compliant, Non-compliant, or Not Applicable.

If **(Non-compliant)** is selected, the message **(Non-compliance Violations)** appears.



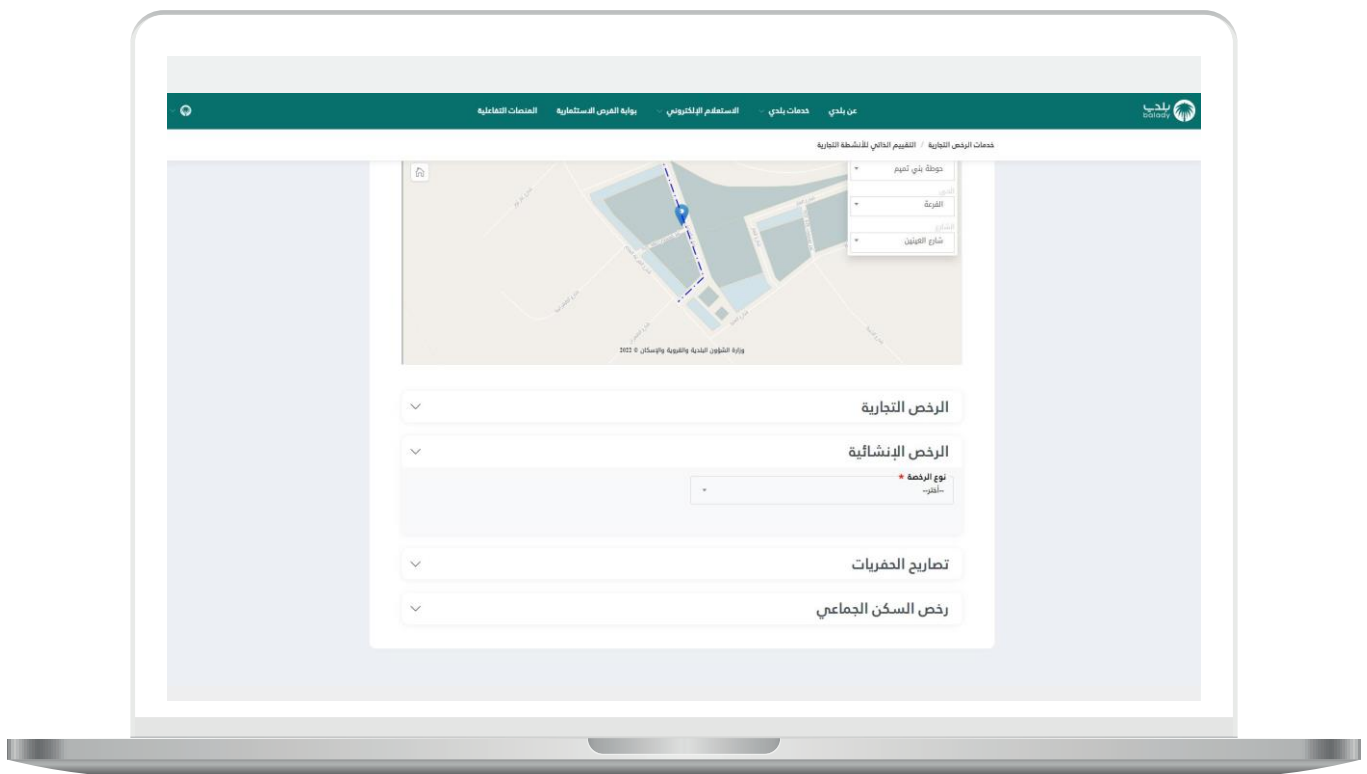
7) After clicking on the **(Non-compliance Violations)** link, the violation's value and name are displayed.



8) Once the assessment is completed, click **(Assessment Result)**.

The screenshot displays the 'Assessment Result' page on a laptop. The page has a dark green header with the logo and navigation links. The main content area is white and contains a list of assessment items. Each item has a radio button for 'Yes', 'No', or 'Not Applicable'. A green button labeled 'نتيجة التقييم' (Assessment Result) is located at the bottom left of the list. Below the list are two dropdown menus labeled 'الرخص الإنشائية' (Building Permits) and 'تصاريح الحفريات' (Excavation Permits).

9) If **(Construction Licenses)** is selected, a dropdown list labeled **(License Type)** appears, allowing the user to choose a value.



10) Additional dropdown lists appear based on the selected license type. If **(Building Permit)** is selected, more dropdown lists will be displayed.

عن بلدي خدمات بلدي الاستعلام الإلكتروني بوابة الفرض الاستشارية المنتجات التفاعلية

خدمات الرخص التجارية / التقييم الذاتي للأشعة التجارية

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الرخص التجارية

الرخص الإنشائية

الغرض *
الإستخدام الفرعي *

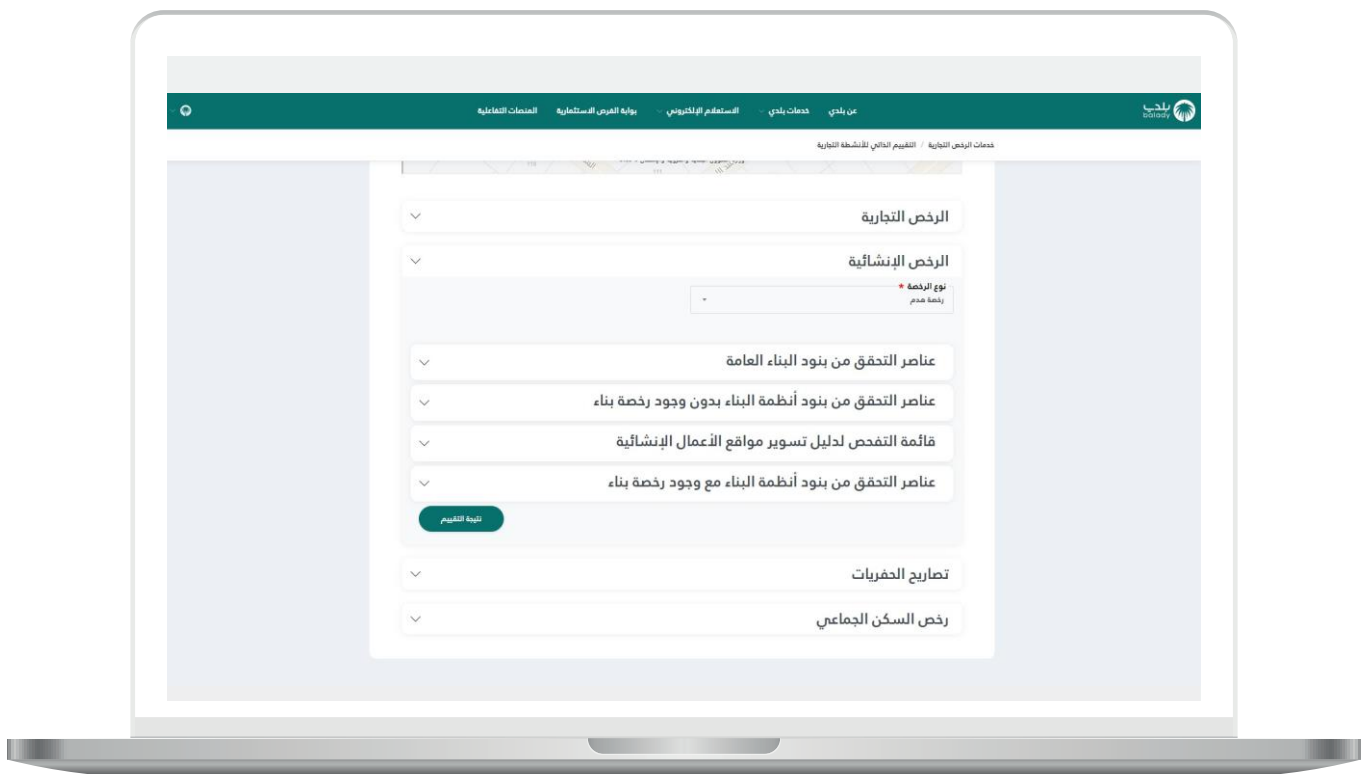
نوع الرخصة *
الإستخدام الرئيسي *

مئة التشغيل الفرعية
مئة التشغيل الرئيسية

تصاريح الحفريات

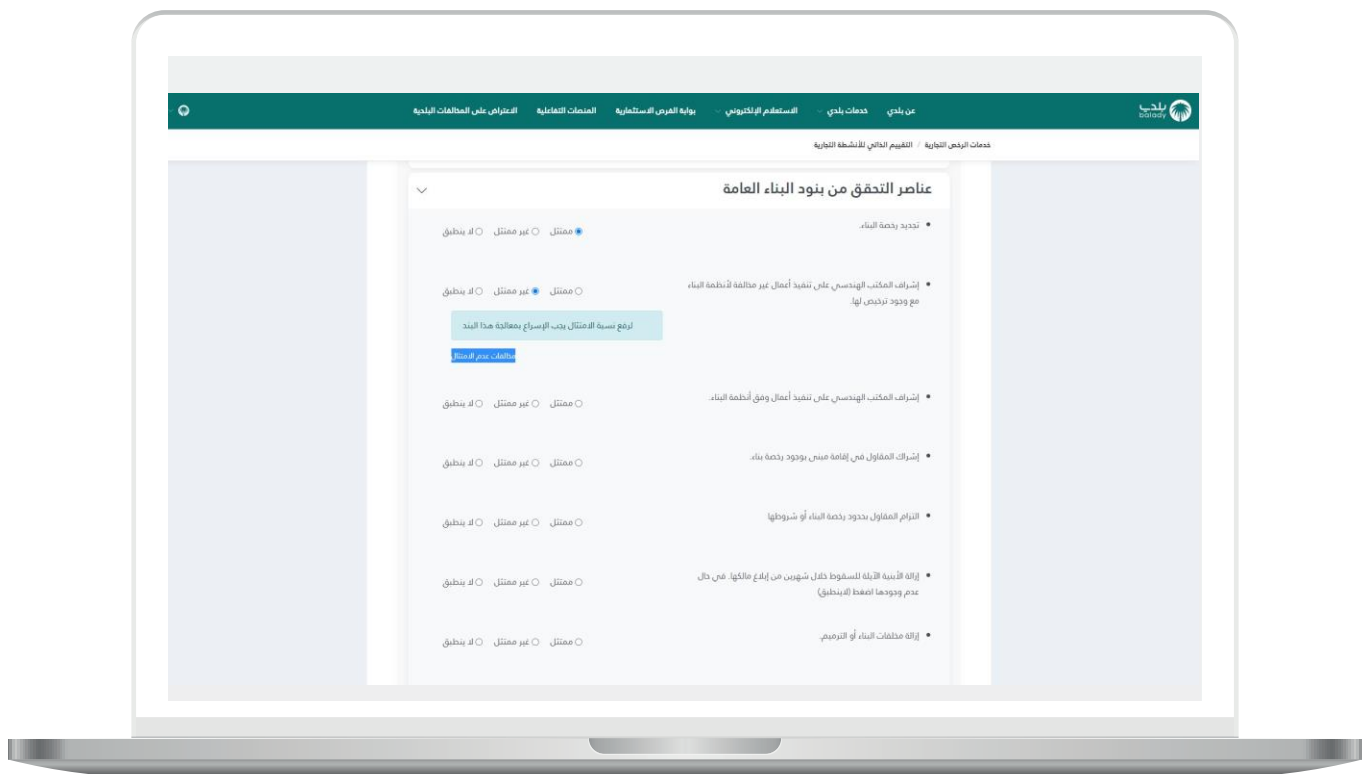
رخص السكن الجماعي

11) However, if another value, such as (**Demolition Permit**), is selected, no additional dropdown lists will appear.

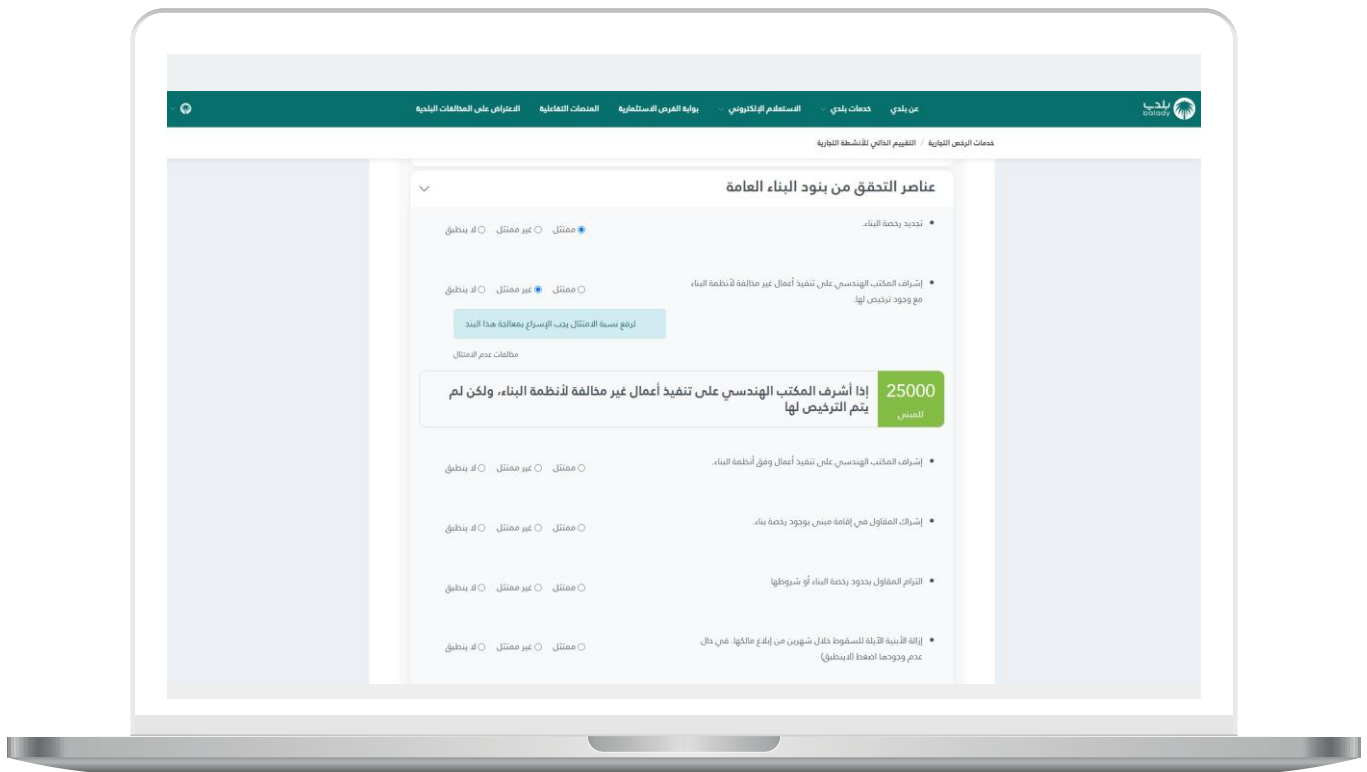


12) Upon selecting an inspection list, the corresponding inspection items are displayed. The user must select one of the following options for each item: Compliant, Non-compliant, or Not Applicable.

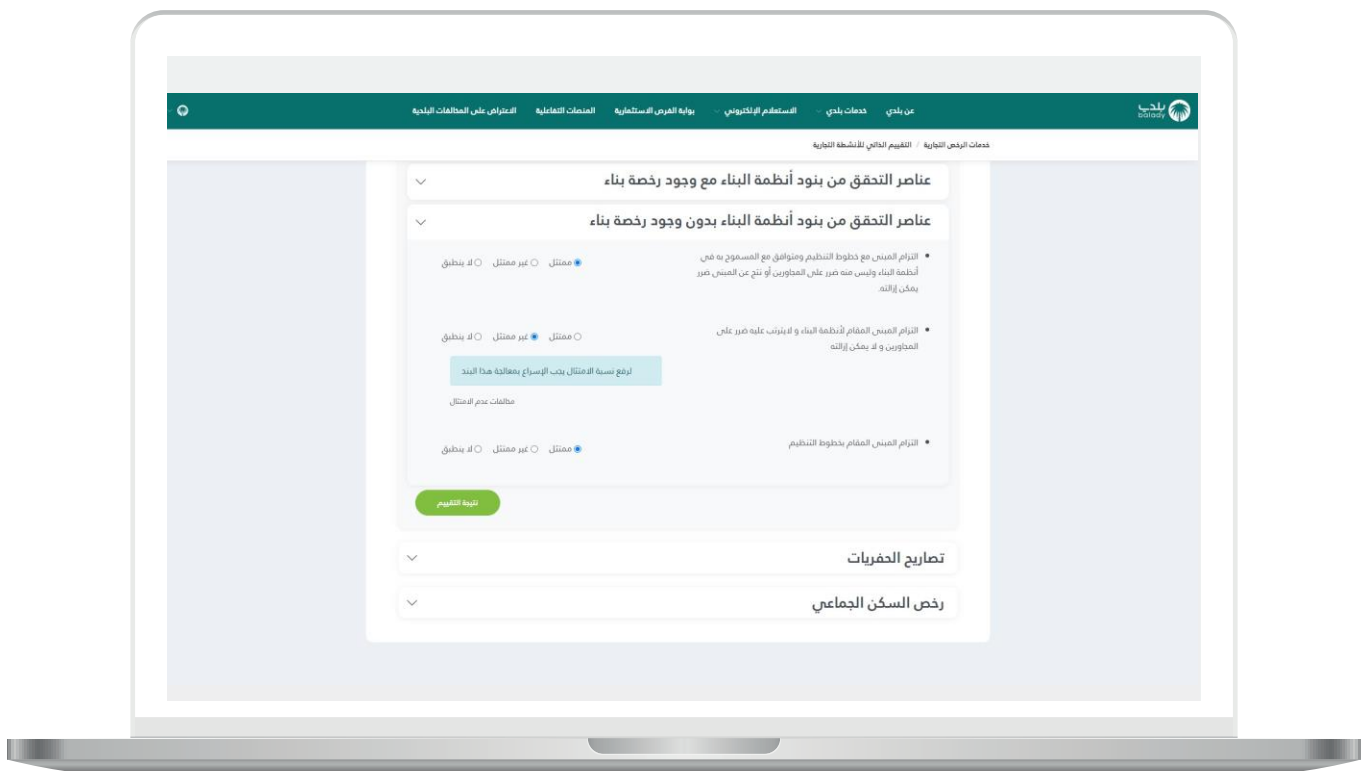
If **(Non-compliant)** is selected, the message **(Non-compliance Violations)** appears.



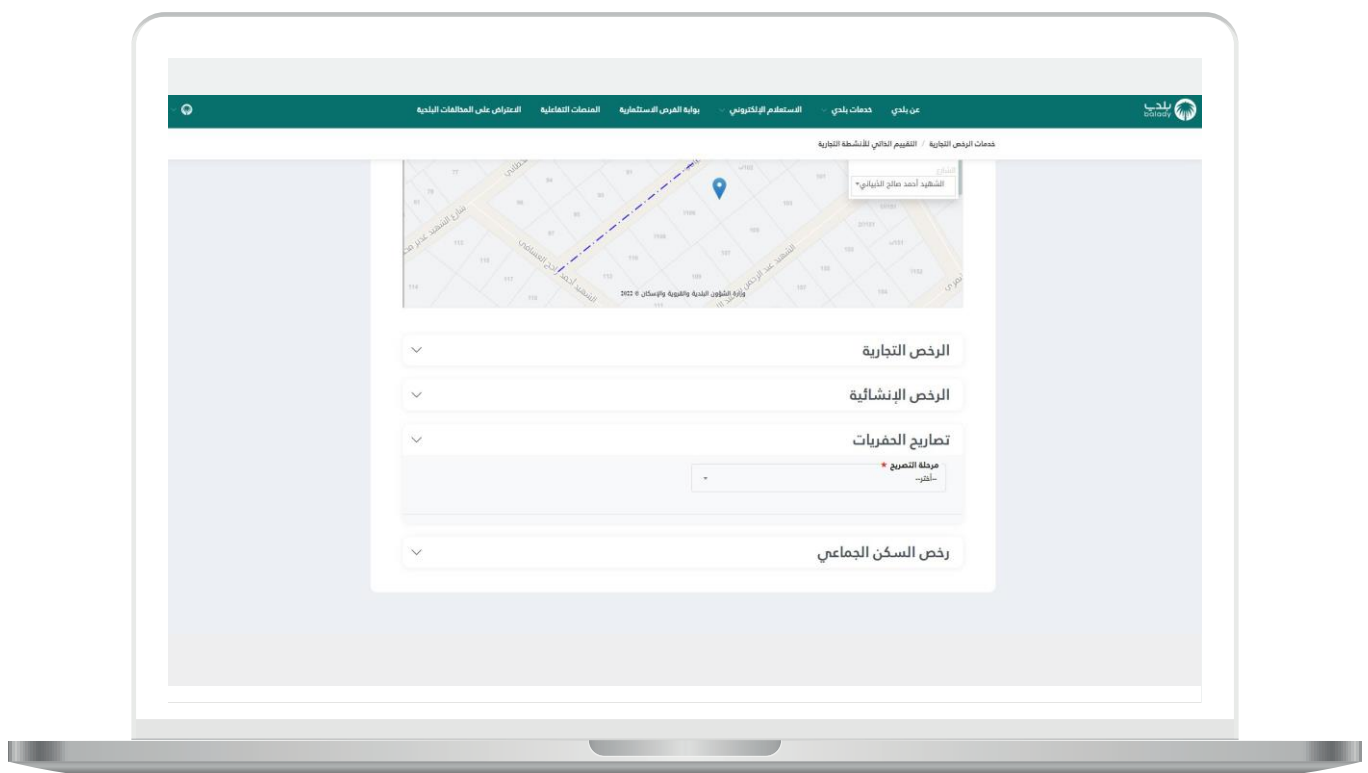
13) After clicking on the **(Non-compliance Violations)** link, the violation's value and name are displayed.



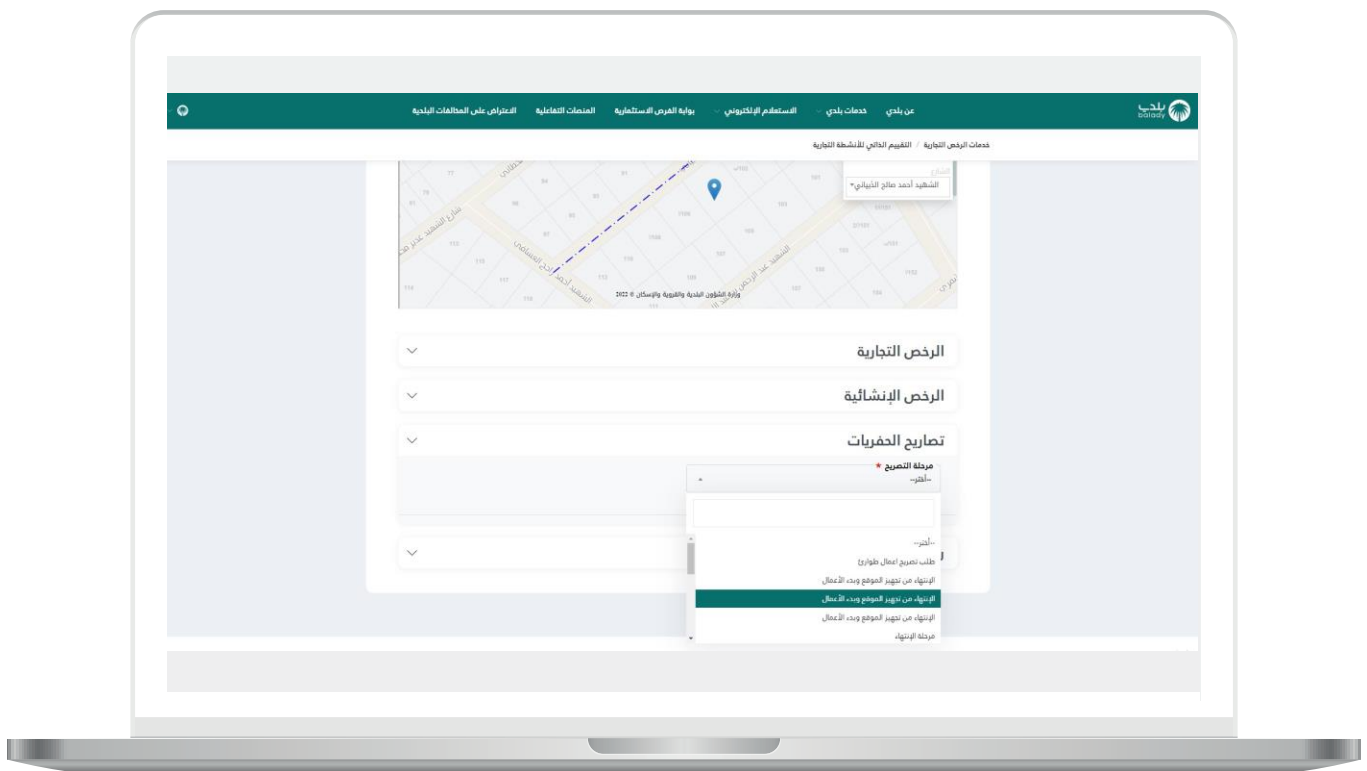
14) Once the assessment is completed, click **(Assessment Result)**.



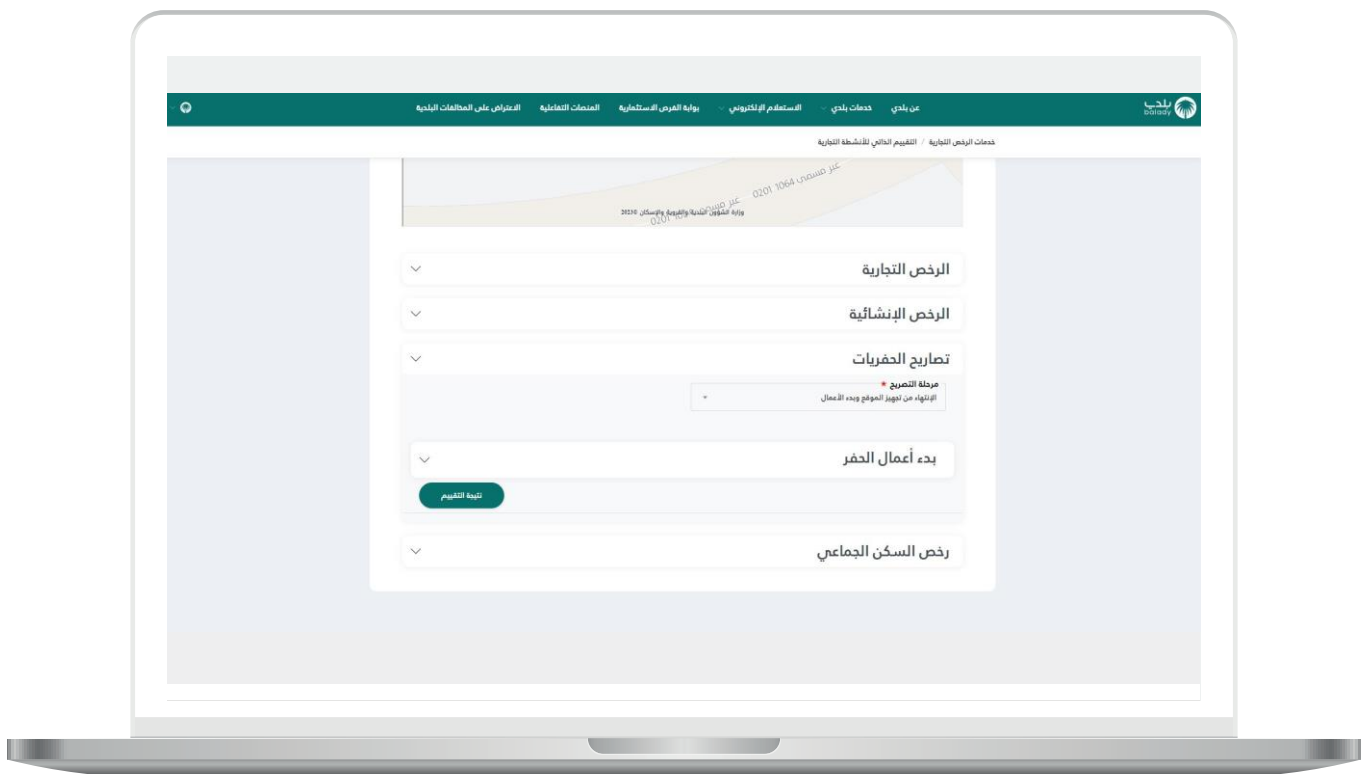
15) If (Excavation Permits) is selected, a dropdown list labeled (Permit Stage) appears, allowing the user to choose a value.



16) The following screen displays the available values in the (Permit Stage) dropdown list.

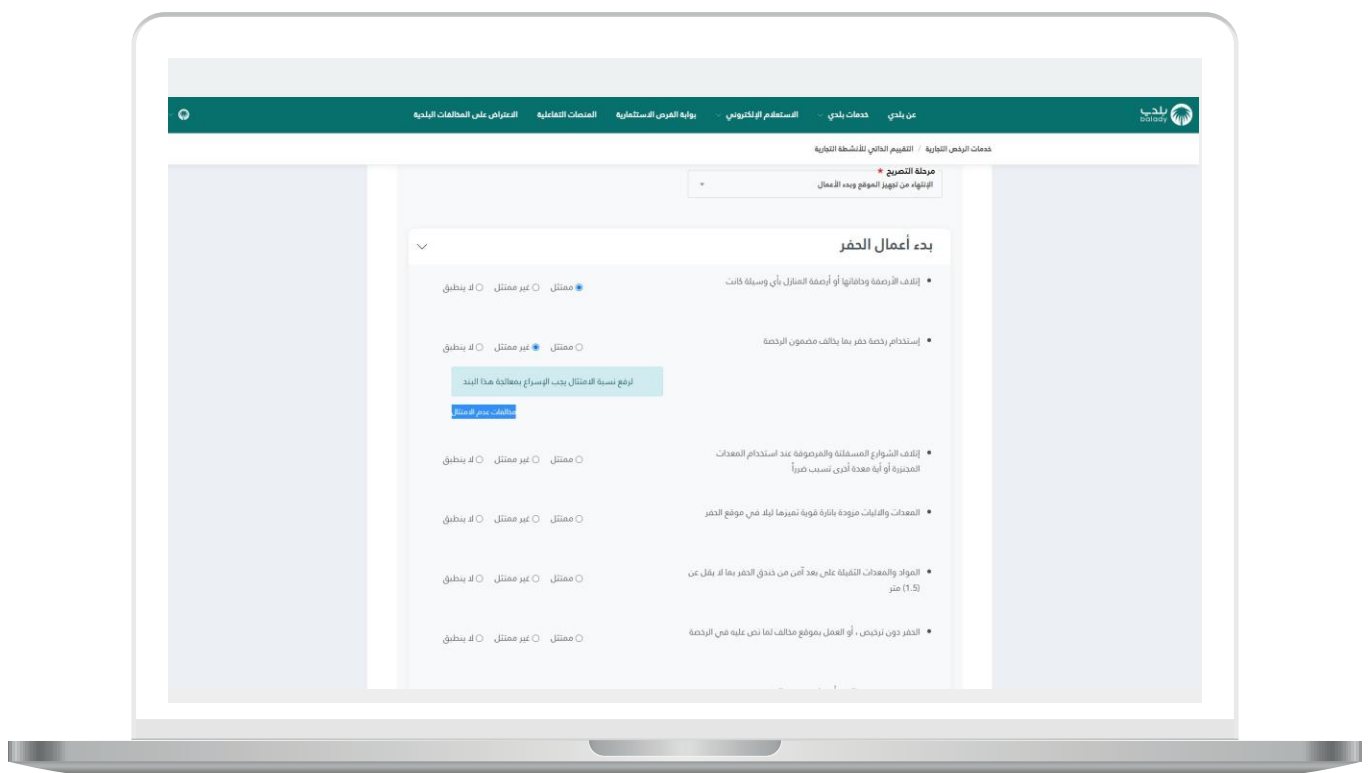


17) The corresponding inspection items are then displayed, as shown in the example below.

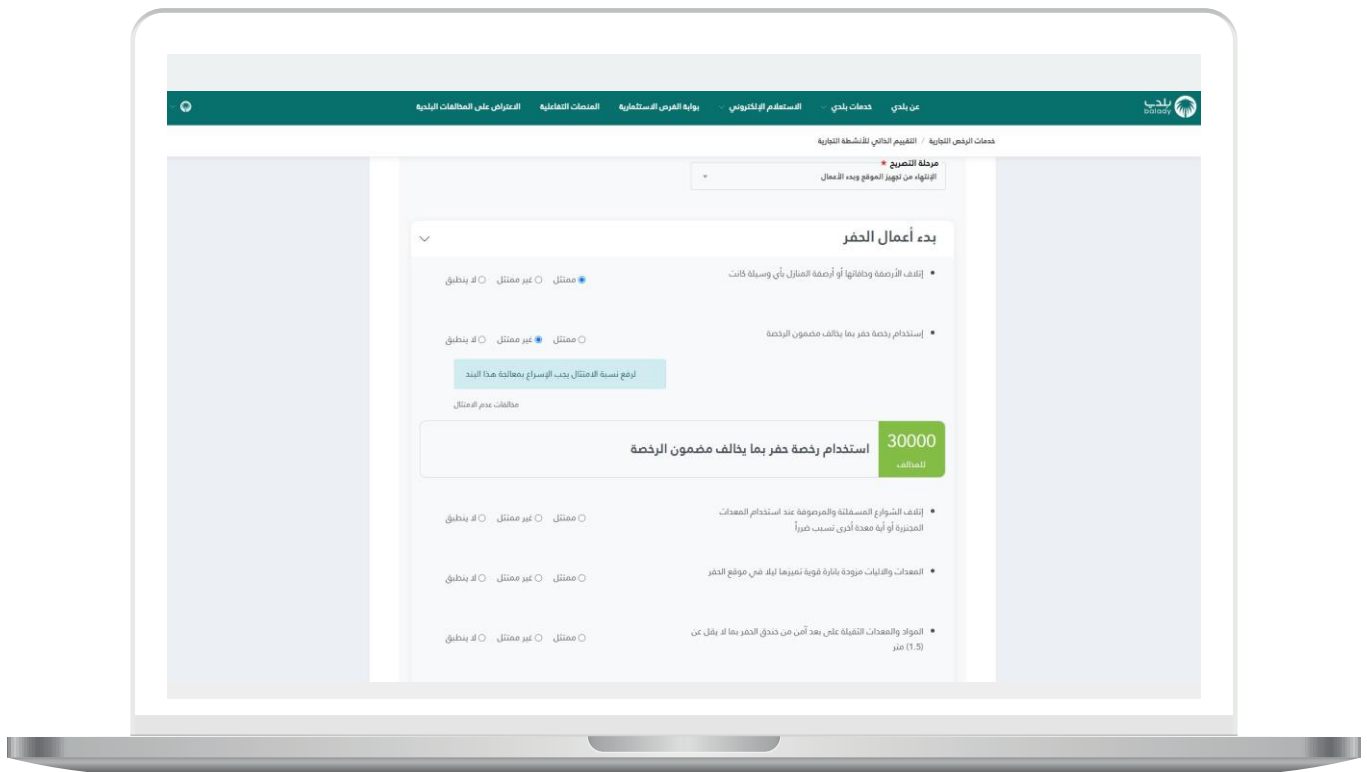


18) The user must select one of the following options for each item: Compliant, Non-compliant, or Not Applicable.

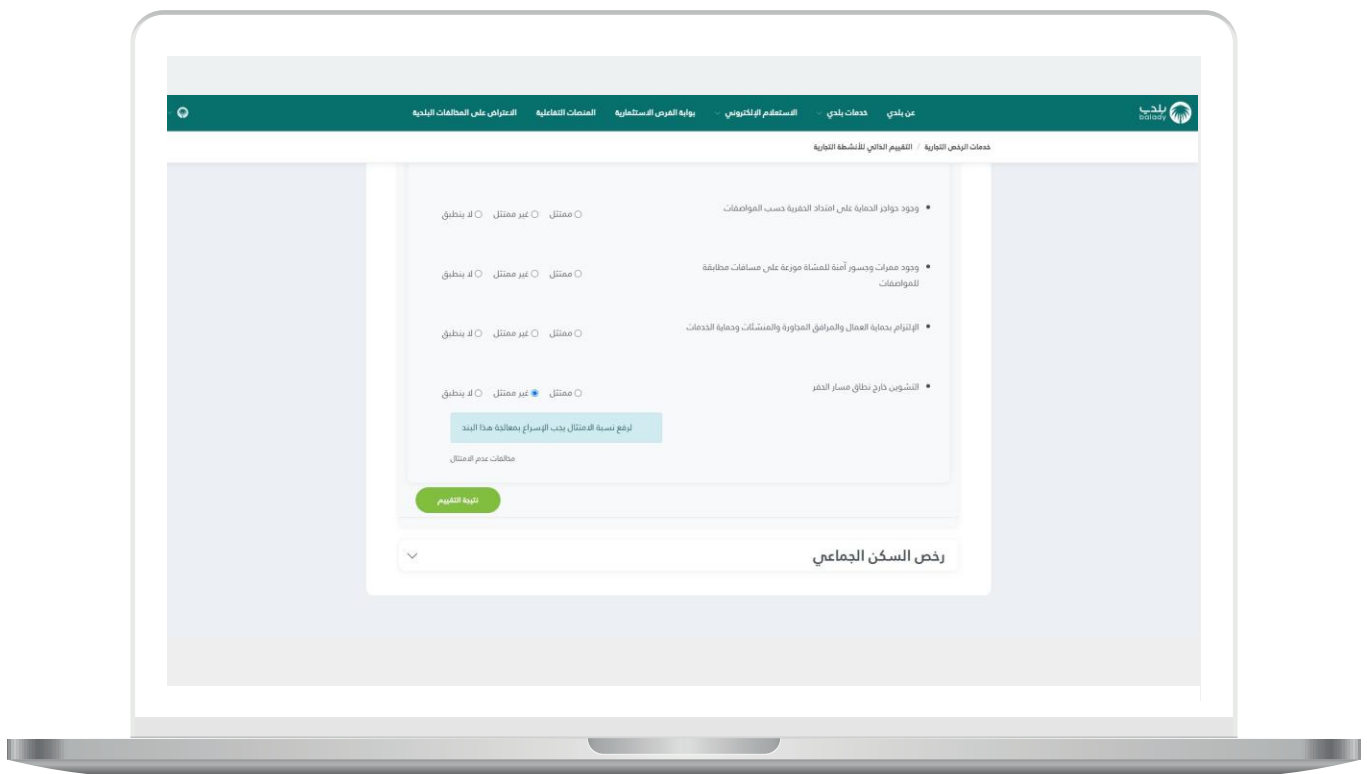
If **(Non-compliant)** is selected, the message **(Non-compliance Violations)** appears.



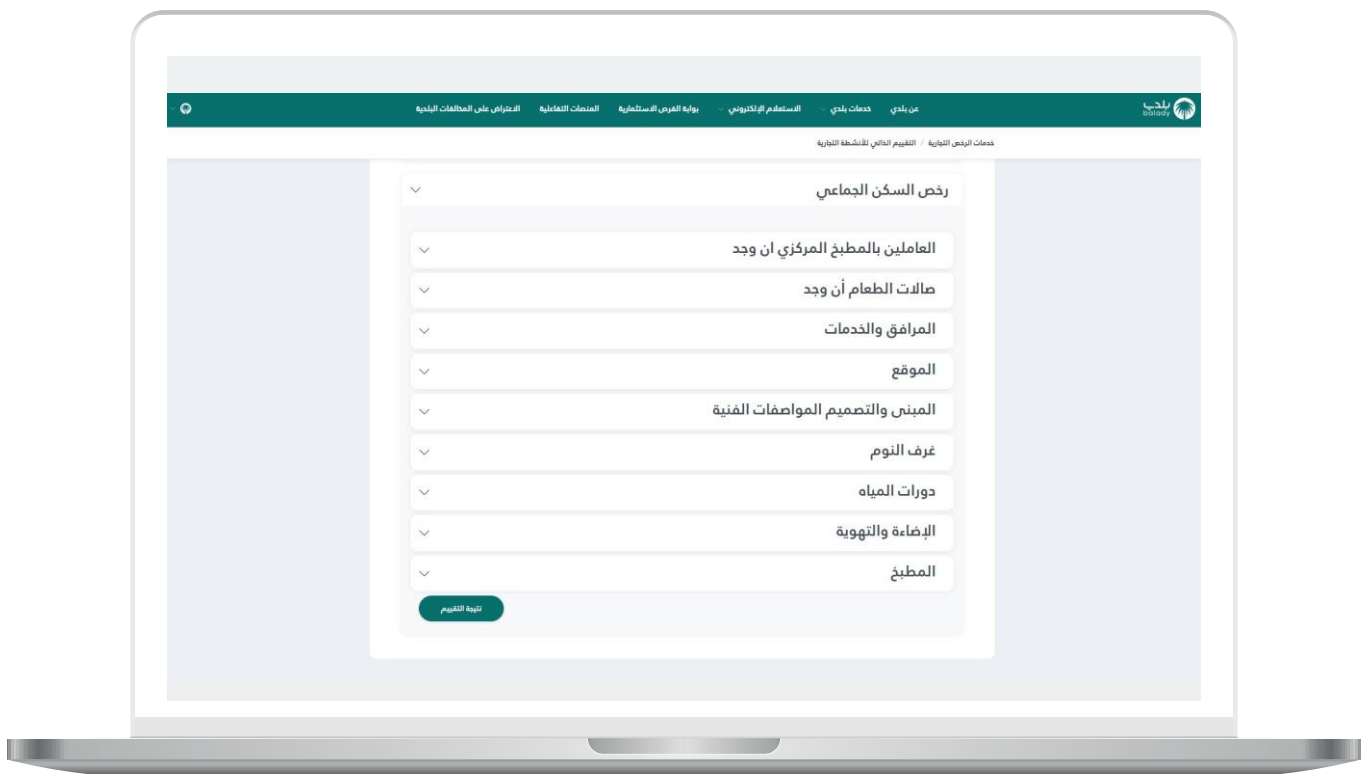
19) After clicking on the **(Non-compliance Violations)** link, the violation's value and name are displayed.



20) Once the assessment is completed, click **(Assessment Result)**.

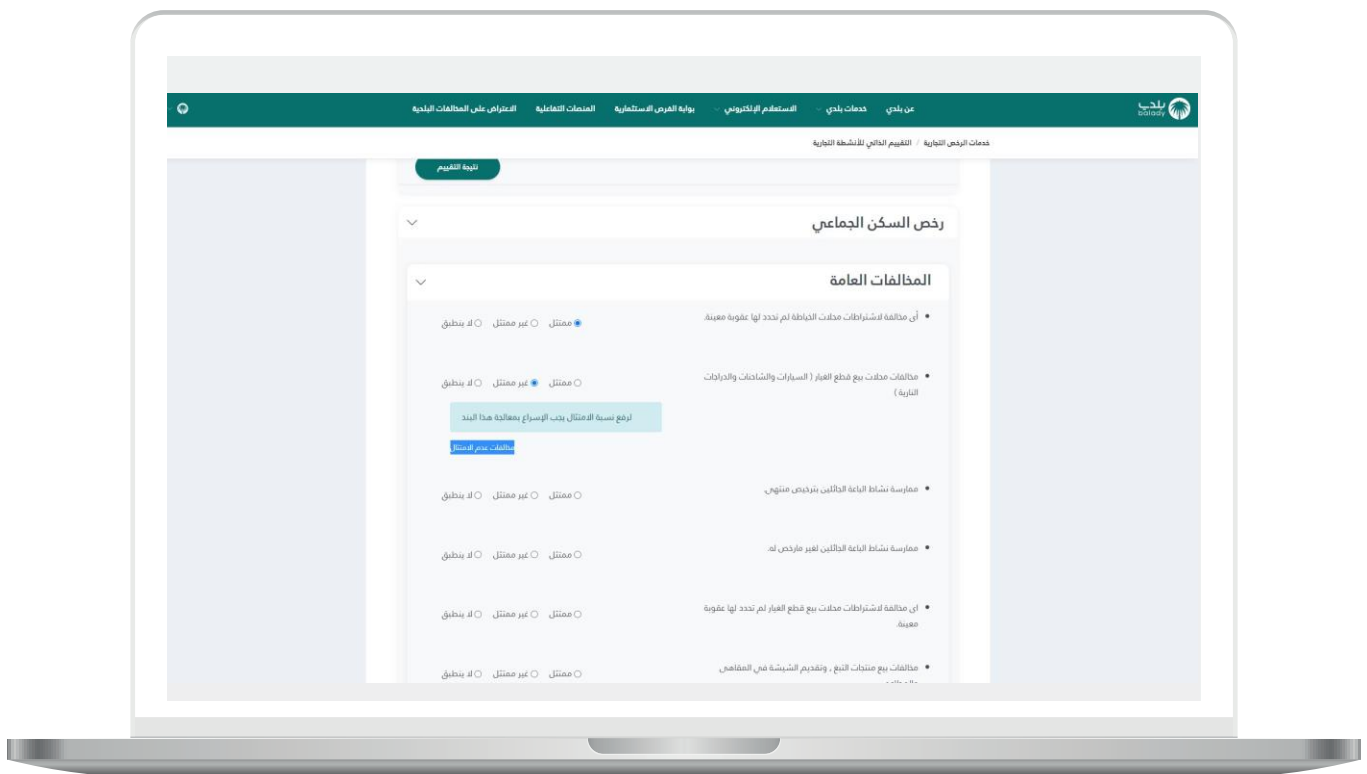


21) If **(Collective Housing Permits)** is selected, the corresponding inspection items are displayed, as shown in the example below.

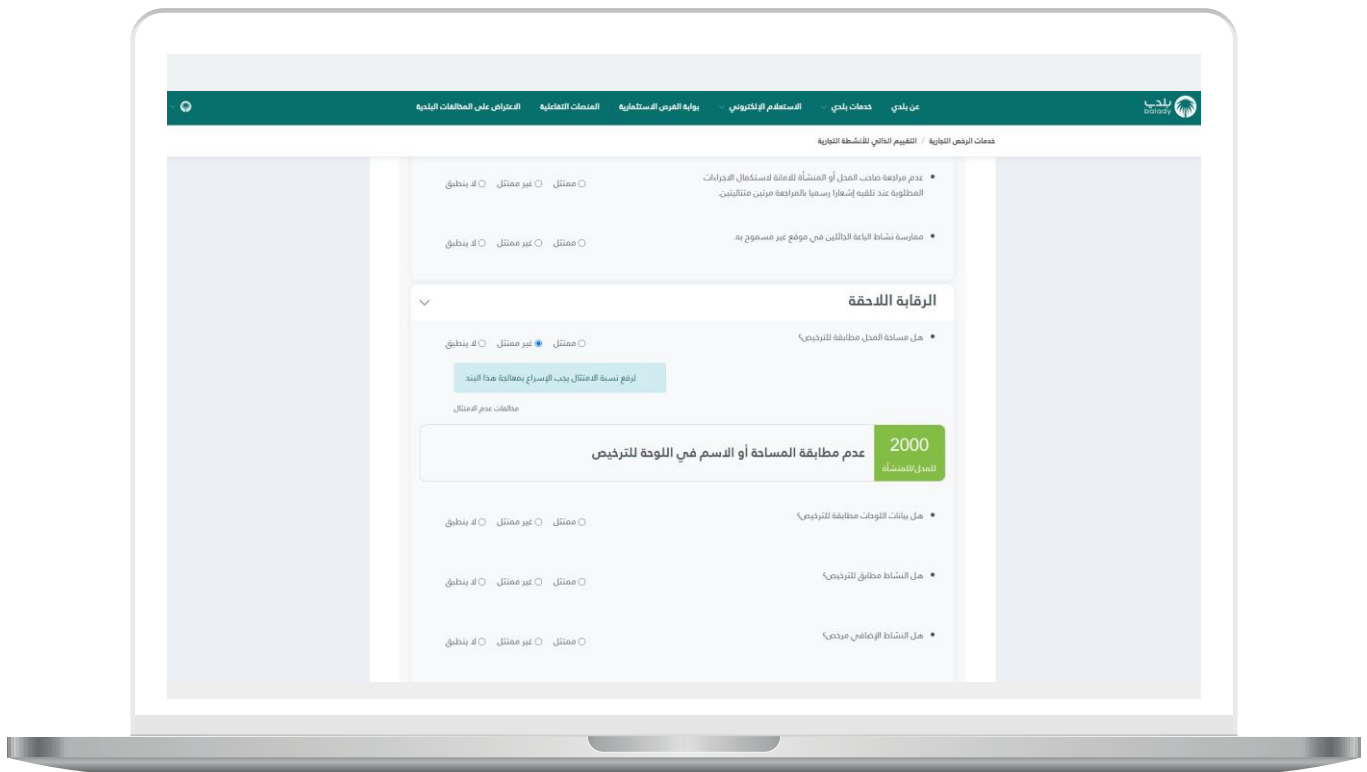


22) The user must select one of the following options for each item: Compliant, Non-compliant, or Not Applicable.

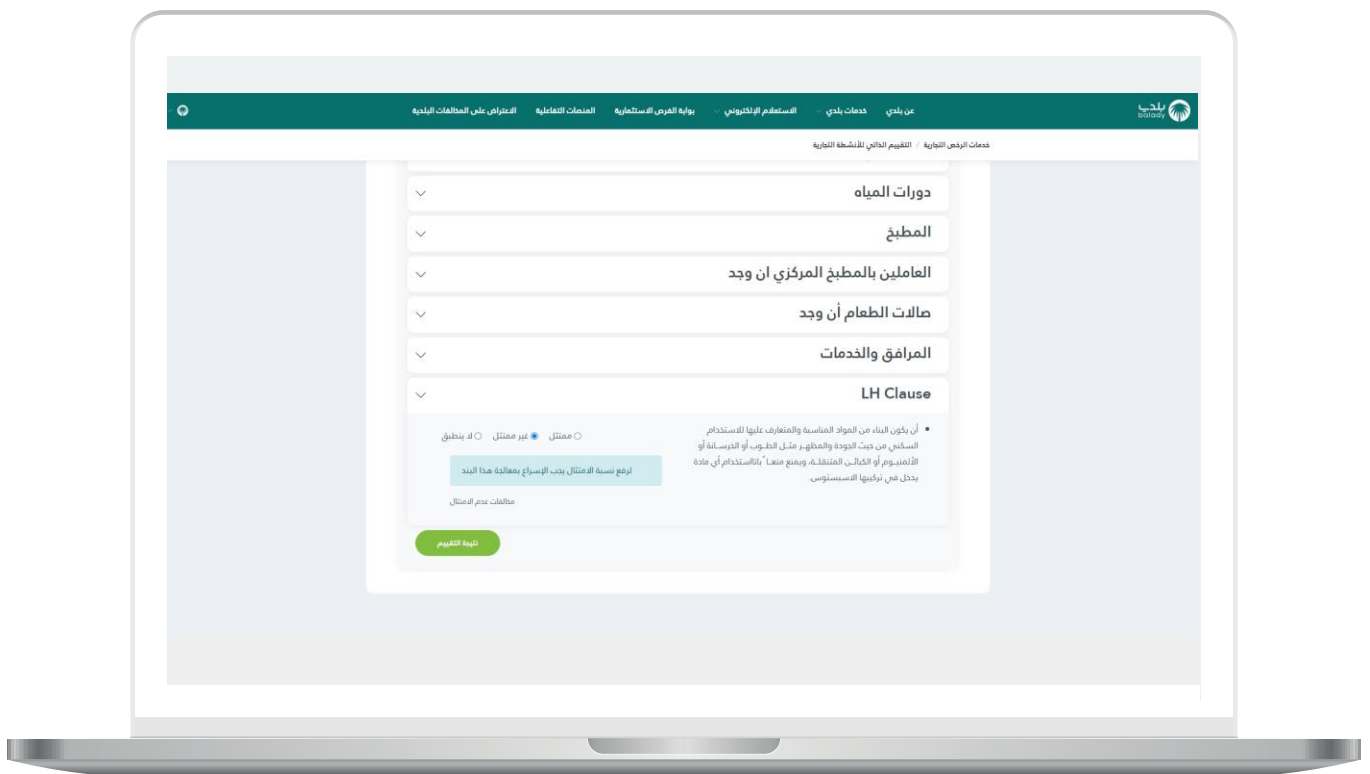
If **(Non-compliant)** is selected, the message **(Non-compliance Violations)** appears.



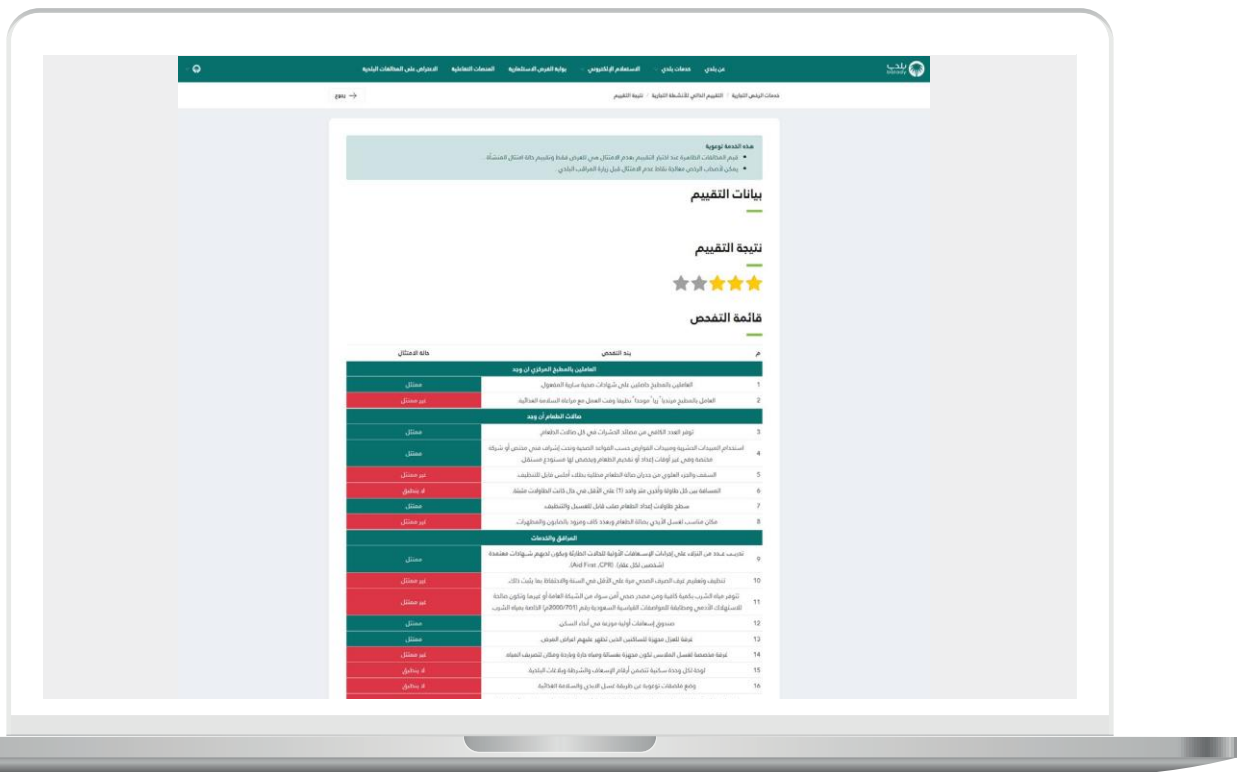
23) After clicking on the **(Non-compliance Violations)** link, the violation's value and name are displayed.



24) Once the assessment is completed, click **(Assessment Result)**.



25) The evaluation result is then displayed as follows.



 | 199040 Direct Contact Number

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